

The Brotherhood/Sister Sol
Development Director - Job Description

December 2018



About The Brotherhood/Sister Sol (Bro/Sis): Based in Harlem and founded in 1995, Bro/Sis is a 501 (c) (3) nonprofit comprehensive youth development organization that provides holistic and long-term support services to youth who range in age from eight to twenty-two. Bro/Sis offers wrap around evidence-based programming such as four-six year rites of passage programming, thorough five day a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month long international study programs to Africa and Latin America. Bro/Sis is locally based with a national reach as we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and organize and advocate for social change. Bro/Sis has earned national recognition for our evidence-based model, receiving an array of awards, including from Oprah Winfrey, Ford Foundation, Brown University, New York Women's Foundation, and the New York State Department of Education.

Position Description

- The Development Director (Director) will provide leadership, strategic direction, management and coordination for all The Brotherhood/Sister Sol's fundraising, marketing and communication efforts
- The Director will create and implement fundraising strategies that increase the organization's support from individuals, corporations, foundations, and other sources for a \$4.8M program budget growing to \$6.5M in 2020 – and also support completion of \$17M capital campaign.
- The Director plays a key role in identifying, cultivating, and soliciting major donors for capital and annual gifts
- The Director will work in close collaboration with the Executive Director and other senior staff and key volunteer leadership to achieve the fundraising goals of the organization.
- The Director will directly supervise three area specific Coordinators, and one Associate.

Responsibilities

- Plan, administer, and implement all fundraising activities of Bro/Sis
- Maintain or further develop existing funders and secure new funders
- Manage development efforts in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals
- Provide detailed reports about the fundraising progress to the Executive Director and Board on a regular basis
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of annual, capital and major gifts from individual, corporate and foundation sources
- Cultivate and directly solicit key donors, working with the Executive Director and other key volunteers, as appropriate
- Develop annual fundraising plan in collaboration with the Executive Director for presentation to the Board of Directors
- Prepare and/or oversee all direct mail letters, case statements, grants, brochures, and sponsorship proposals required to support fundraising efforts
- Coordinate donor patron receptions, events, and other cultivation/stewardship activities in collaboration with Development staff, Office Manager and volunteers
- Ensure that all donors are appropriately thanked and receive regular communication by

- making donor stewardship a priority throughout the organization
- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members and volunteers
- Oversee all social media, online presence and digital communication – including website presence, Twitter, Facebook, regular e-newsletters
- Supervise four members of a Development team
- Serve as a visible spokesperson and advocate for Bro/Sis in the funding community

Experience Requirements

The ideal candidate will have the following experience and qualifications:

- At least 10 years of Development experience, culminating in the management of a complex fundraising program
- Demonstrated experience in managing people and budgets
- Ability to work in a hands-on environment
- Knowledge of eTapestry is preferred
- Ability to effectively gain the respect and support of various constituencies, including board and staff members, donors and foundation and civic leaders
- A successful track record of personally identifying, cultivating and soliciting individual donors, corporations and foundations
- A record of measurable results in organizing and implementing such activities as: major gifts, annual gifts, grant writing, corporate and foundation giving, direct mail and special events
- Exceptional communication, writing, computer and interpersonal skills
- Exacting attention to detail
- Bachelor's degree

Personal Qualities

The Development Director will be:

- Committed to be enthusiastic about Bro/Sis' mission and programs
- Highly entrepreneurial, resourceful, innovative and flexible
- A strategist and strategic thinker who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused
- A team builder with strong and proven skills in management and leadership
- A catalyst with vision who can create excitement and energy around BHSS programs and encourage others to support the organization -- persuasive, persistent, and determined in the pursuit of the organization's fundraising goals
- Straightforward, self-motivated, and diplomatic -- sharing information readily, listening as well as giving advice and respecting the abilities of others
- Successful leadership achieving fundraising goals in an executive role in a nonprofit organization. An exemplary reputation with stature and credibility;
- Proven ability for bringing together different departments within an organization to work together toward a shared vision and goals
- An ability to secure funding from diverse sources – including major donors, foundations, and corporations
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities

Contact: email resume and cover letter to resume@brotherhood-sistersol.org