

The Brotherhood/Sister Sol
Job Description: Development Associate & Grant Writer



May 2019

About The Brotherhood/Sister Sol (Bro/Sis): Based in Harlem and founded in 1995, Bro/Sis is a social justice and 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.

The organization has 32 full time staff, serves 1,000 young people throughout New York City, manages a five million dollar operating budget, growing to seven million dollars in 2020, and has begun construction on a seventeen-million-dollar new building and capital construction project slated for completion in 2020. Assorted New York State and New York City agencies have stated that that this development is one of few buildings of its kind being built in NYC and the only one in Harlem – 100% community educational use, no housing or retail or other areas of focus. This is solely a home for the development of Bro/Sis, a space to work to change policies that will more broadly and systemically help our children, and a site to train the field so that others can improve their youth development outcomes.

POSITION SUMMARY

During this exciting period of growth, Bro/Sis seeks a dynamic development professional who can help grow our institutional fundraising efforts. We are looking for an engaging writer who can be a thought partner with the development team and Director's Circle in brainstorming innovative approaches to both potential and current foundation and government funders. The ideal candidate will apply creativity, innovation, and a journalist's knack for procuring information from program staff and communicating it in a way that is inspiring, clear, and strategic.

The Development Associate will join a four-person team that includes the Director of Development, two Development Coordinators, and another Development Associate, and work closely with the Executive Director, Director's Circle, and program staff.

RESPONSIBILITIES

- Research and apply for foundation and corporate grants;
- Extensive writing - write letters of intent, grant proposals and interim/final reports; assist with the creation and writing of direct mail letters, e-mail blasts, case statements, grant proposals, brochures, marketing materials, annual reports, and sponsorship proposals required to support fundraising efforts;
- Support all fundraising activities of Bro/Sis – foundation, special events, government, corporate and individual;
- Will work closely with Director of Development, two Development Coordinators, Development Associate, members of the executive leadership team, and assorted consultants and interns.

EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- 3+ years of proven experience in areas mentioned above;
- Exceptional writer - experience writing proposals and managing grants for foundation and corporate grants;
- Excellent analytic ability and ability to synthesize complex information;
- Highly entrepreneurial, self-motivated, resourceful and flexible;
- Extremely detail oriented and able to multitask multiple projects at the same time;
- Adept at planning, prioritizing, multi-tasking, organizing and following through in timely manner while remaining highly energetic and focused;
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities;
- Must be able to interact well with a variety of internal and external constituents, particularly youth; able to work in high-paced, intense and open-stationed work environment;
- Hard working, team oriented, able to take direction and guidance and implement and work independently;
- Excellent computer literacy, including proficiency in Microsoft Office and Google Suite software;
- Experience with eTapestry donor database preferred, but not required. Training will be provided as part of the onboarding process.

BENEFITS: Bro/Sis applies its social justice lens to human resources and accordingly offers highly competitive salaries with a comprehensive benefits package including fully-covered platinum health insurance, as well as dental, vision and life insurance; a 3% employer contribution to 403(b) retirement account; over 30 days of combined vacation/sick/personal time off; and a generous office holiday calendar that includes additional time off during the Winter Break. The organization and its Board of Directors are fully committed to an organization that supports its staff and thoughtfully considerate of employee work-life balance..

APPLY: Email resume and detailed cover letter to resume@brotherhood-sistersol.org