

## The Brotherhood/Sister Sol Job Description: Development Associate

October 2019



**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, the Caribbean, 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 33 full time staff, serves hundreds of young people throughout New York City in addition to training educators and practitioners on our unique Rites of Passage model, manages a six million operating budget, growing to nearly eight million in 2020, and has begun construction on an eighteen million new building and capital construction project slated for completion in fall 2020. Our efforts are made possible by a talented and relentlessly dedicated staff that includes long-time leadership, and a committed and generous Board of Directors, who work closely with our Executive Director and Development Team.

### POSITION SUMMARY

Bro/Sis seeks an energetic, entrepreneurial, hard-working development professional to join our five-person development and communications team to enable us to raise the funds necessary to sustain our growth. We are seeking a well-rounded individual who will be able to assist, as needed, with all development and communications operations, with the opportunity to grow into additional responsibility and ownership.

Reporting to the Director of Development and working in close collaboration with two Development Coordinators, two Development Associates, members of the executive leadership team and assorted consultants and interns.

### RESPONSIBILITIES

- Support all fundraising and communications activities of Bro/Sis including foundation, special events, government, corporate and individual;
- Support communications activities, as appropriate, which currently include a website, social media, e-marketing, and in partnership with consultants, press;
- Assist with donor database management, and donor acknowledgement;
- Assist in planning and implementation of our signature Voices gala, which last year raised almost \$1.4 million and was attended by over 500 individuals;
- Assist with donor receptions and other cultivation/stewardship activities in collaboration with Executive Director, Director of Development, Development staff, Board members, and volunteers;

### EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- 3+ years of proven experience in development, preferably working to support an operating budget of \$5 million and above;
- Ability to work in a fast-paced environment;
- 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;
- Comfortable networking and engaging with donors;
- 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 Adobe Creative Suite and/or Wordpress is a plus;
- Experience with Constant Contact, Mailchimp, or similar e-marketing tools a plus;
- Experience with a sophisticated donor database preferred.

**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 a 403(b) retirement account; nearly 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.

**HOW TO APPLY:** Email resume and detailed cover letter to [resume@brotherhood-sistersol.org](mailto:resume@brotherhood-sistersol.org) with the subject line “ Development Associate”