

The Brotherhood/Sister Sol Job Description: Institutional Giving Coordinator

November 2020



About The Brotherhood/Sister Sol (Bro/Sis):

The Brotherhood/Sister Sol is a Black-led social justice youth development organization that since 1995 has worked to respond to inequality, train young people to become empowered as social change agents, and to expand a vision of equity, racial and economic justice - and opportunity and access for all. We are deeply rooted in teaching young people to: form and hone a moral and ethical code and to undergo a political transformation that leads to understanding the inequity that our youth face directly, as well as those around the world, so that through this education they can become social change makers.

Bro/Sis 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. Based in Harlem, NY but with a national reach, 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 and funding from a host of national foundations, including Novo Foundation, Doris Duke Foundation, Ford Foundation, Charles Hayden Foundation, The William R. Kenan Charitable Trust, New York Community Trust, Comic Relief / Red Nose Day, Robin Hood Foundation, and more.

The organization has 30 full-time staff, serves thousands throughout New York City, and has a \$6.5 million dollar operating budget, growing to nearly \$8 million dollars in the coming fiscal year. In addition, we are working to complete an approximately \$20 million capital campaign to fund construction of our new home, which is scheduled for completion in Summer 2021. It is an exciting period of organizational growth and increased impact in our community and beyond – with these great opportunities come a great need for continued and expanded fundraising success.

POSITION SUMMARY

During this exciting period of growth, Bro/Sis seeks a dynamic development professional to steward and grow our already strong foundation fundraising efforts. We are looking for an engaging writer who can be a thought partner with the Director of Development, Executive Director, and leadership in brainstorming innovative approaches to both potential and current institutional funders, with a focus on foundations. 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. They/she/he will utilize superb writing skills to draft narratives that speak to our unique blend of social & racial justice, political education and organizing, innovative youth development, and holistic programming that includes organizing, the arts, environmental justice, training the field, and much more.

The Institutional Giving Coordinator will join a team that includes the Director of Development, Development Manager for Operations, Development Associate for Events & Communications, and Development Associate for Database and Technology, and work closely with the Executive Director as well as program staff.

RESPONSIBILITIES

- Research, prospect and apply for foundation applications 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;
- Manage deadlines for proposals and reports in development database (currently eTapestry, soon moving into a new database), ensuring that all grants are tracked and submitted on-time;
- Work with development team and finance to create and submit financial reports to institutional funders;
- Support all fundraising activities of Bro/Sis – foundation, special events, government, corporate and individual;
- Work with development team, 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 applications and managing grants for foundation and corporate grants;
- Experience submitting and managing large foundation grants of six-and-seven figures;
- 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 donor database preferred. Training will be provided as part of the onboarding process.

BENEFITS: At the Brotherhood/Sister Sol, we offer competitive salaries with a comprehensive benefits package including, health, dental, vision, and life insurance, 3% employer contribution to 403(b) retirement account. Staff also receive four weeks' vacation in addition to personal days, paid holidays, and office closure during Winter Break.

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