

The Brotherhood Sister Sol

Job Description: Development Associate for Database & Operations



About The Brotherhood Sister Sol (BroSis):

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has been a place where Black and Latinx youth claim the power of their history, identity, and community to build the future they want to see. By educating, organizing, and training, we are challenging inequity and creating opportunity for all.

BroSis provides holistic and long-term support services to youth who range in age from eight to twenty-two. BroSis 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. BroSis has earned national recognition for our evidence-based model, receiving an array of awards and funding from a host of national funders, including Doris Duke Foundation, Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, NBA Foundation, Kraft Heinz, New York Community Trust, Comic Relief/Red Nose Day, William Stamps Farish Foundation, and more.

The organization has over 40 full-time staff, serves thousands throughout New York City, and has an \$8.5 million dollar operating budget. We have just moved into our new building - a \$23 million, 22,000 square foot state-of-the-art 6-story beacon for youth development. It is an exciting period of organizational growth and increased impact in our community and beyond.

POSITION SUMMARY

BroSis seeks a detail-oriented and mission driven Development Associate for Database & Operations to join the organization's dynamic development and communications team. This integral role will report to the Director of Development & Communications and be responsible for supporting and managing administrative and operational aspects of The Brotherhood Sister Sol's fundraising efforts.

Particular foci of the position are administering the Raiser's Edge database, which includes processing donations, preparing acknowledgement letters, and general data entry and maintenance, and generating accurate reports from the database for fundraising efforts as well as financial reconciliation with our finance team. The Development Associate will also support other aspects of the Development operation as needed,

For these efforts, the Development Associate will work closely with a team that currently includes the Director of Development, Institutional Giving Coordinator, Development Associate for Events and Communications, and Development Associate for Government.

RESPONSIBILITIES

Gift processing

- Process donations and ensure all donor information is added to the database in a timely manner.
- Import data from multiple giving vehicles into Raiser's Edge.
- Generation of acknowledgement letters, tribute notifications, invoices, pledge forms, etc.

Reports

- Provide weekly donor reports to the Executive Director and Director of Development.
- Generate pledge reports and pledge reminders to ensure monies promised to the organization are disbursed.
- Generate mailing lists for annual appeals, event invitations, etc.
- Generate fundraising Give/Get reports for Board member usage.
- Run queries, exports, and other reports from the database for financial reporting, including reconciliation with the Finance team.

Database Hygiene

- Meticulously maintain the database, including clean-up of inconsistent data, duplicate records, etc.
- Update database with new addresses and other constituent information.
- Work with the Development team to ensure best data entry practices are followed.
- Provide guidance and technical support to Development team around data entry protocols within database
- Develop and oversee detailed protocols for data entry, management actions, and donor interaction tracking.

Administration & Operations

- Using templates, prepare solicitation letters for annual appeals.
- Working closely with the rest of the Development team, manage administrative aspects of major mailings, including interfacing with printer and mailhouse, and as necessary.
- Provides ad hoc research, reporting, and administrative support to the Development team.

NOTE: Fundraising is a dynamic profession and nonprofit organizations have evolving needs. This role may evolve over time; therefore a level of flexibility is required.

EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- Excellent organizational skills, attention to detail, and ability to prioritize multiple tasks.
- Strong command of Raiser's Edge database, including at least 2-3 years experience generating acknowledgement letters, preparing queries and exports, etc.
- Proficiency with Microsoft Office (primarily Word and Excel), Google Suite (primarily Drive, Docs, and Sheets), and other applications needed to manage workflows.
- Commitment to The Brotherhood Sister Sol's mission - educating young people, organizing with them in pursuit of justice and equity, and training the field on our model.
- Ability and comfort in working in a fast-paced environment and entrepreneurial team.

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 are entitled to four weeks' vacation in addition to quarterly personal days, paid holidays and office closure during Winter Break.

As The Brotherhood Sister Sol is a youth development organization that works in close quarters with young people and children, and as the safety of our children and their families and our community is paramount, we have instituted a policy that all staff must be fully vaccinated. If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

This is a position that is a minimum of four days a week in person.

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