

## The Brotherhood Sister Sol

**Job Description:** Government Grants Associate



### 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 50 full-time staff, serves thousands throughout New York City, and has a \$9.5 million dollar operating budget. In addition, we have just moved into our new building - a \$23 million, 22,000 square foot state-of-the-art beacon for youth development. It is an exciting period of organizational growth and increased impact in our community and beyond.

### POSITION SUMMARY

Reporting to the Director of Development, the Government Grants Associate will be responsible for writing letters of inquiry, proposals, and reports to government agencies, and supporting other fundraising activities as needed. The position will play an essential role in maintaining and growing a robust portfolio of government funders to support the organization. For these efforts, the Government Grants Associate will work closely with a team that currently includes the Director of Development, Deputy Director of Development & Events, Institutional Giving Coordinator, Development Associate for Events and Communications, and the Development Associate for Database and Operations. The exact title will be determined by the experience of the candidate.

### RESPONSIBILITIES

- Prospect for government - NYC, NYS and Federal - funding opportunities
- Draft proposals, letters of inquiry, reports, acknowledgment letters, and other correspondence to new and existing government and institutional funders as appropriate
- Apply for government grants and manage reporting for all government support
- Identify and prepare research briefs on existing and prospective funders
- Monitor and update government fundraising calendar and all related tracking documents
- Monitor foundation and philanthropy news, including RFPs, foundation press releases, website updates and announcements, and trends in institutional giving

## **EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS**

- Bachelor's Degree or equivalent experience required
- Five years or more of nonprofit fundraising experience - with a specific focus on government grants
- Experience with grant-writing, grant research tools, and using a fundraising database strongly preferred
- Knowledge of NYC and NYS government funding agencies and processes
- Outstanding creative and critical thinking, writing, editing, communication, and interpersonal skills
- Strong ability to translate others' input into compelling narratives
- Highly detail-oriented with excellent project management, organizational, and time management skills
- Equally at ease working collaboratively and independently
- Enthusiasm for The Brotherhood Sister Sol's mission

**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.

In addition, this position mandates four days a week in person - at a minimum.

**APPLY:** Email resume and detailed cover letter to [resume@brotherhood-sistersol.org](mailto:resume@brotherhood-sistersol.org)