



THE BROTHERHOOD SISTER SOL

Job Description: Director of Development & Communications

Salary: \$140,000 to \$155,000

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; quarterly personal days; 9 paid holidays; office closure during Winter Break that is approximately 8 vacation days in addition to Christmas and New Year's Day; and 8 sick days.

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 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

The Brotherhood Sister Sol seeks a Director of Development & Communications who will provide leadership, strategic direction, management and coordination for all of the Brotherhood

Sister Sol's fundraising, marketing and communication efforts. The Director will create and implement fundraising strategies - in close partnership with the Executive Director and Board leadership - that will increase the organization's support from individuals, corporations, foundations, and other sources for a \$9.5 million budget. The Director will also play a key role in identifying, cultivating, and soliciting major donors for capital and annual gifts, in addition to working in close collaboration with the Executive Director and other senior staff and key volunteer leadership to achieve fundraising goals of the organization.

Reporting to the Executive Director, this role will oversee a team that includes the Deputy Director of Development for Events & Communications, Institutional Giving Coordinator, Development Associate for Events & Communications, Development Associate for Database and Operations, and a Government Grants Associate, assorted consultants and work closely with program staff and leadership.

RESPONSIBILITIES

- Architect fundraising goals, plan, administer, and implement all fundraising activities
- Help analyze BroSis' funding needs, designing and implementing strategies to cultivate new sources of revenue in support of emerging opportunities
- Maintain or further develop existing funders and secure new funders
- Manage development efforts in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals
- Provide detailed reports about the fundraising progress to the Executive Director and Board on a regular basis
- Develop strategic timelines needed to achieve organization's goals
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of annual and major gifts from individual, corporate and foundation sources
- Cultivate and directly solicit key donors, working with the Executive Director and other Board, as appropriate
- Work steadfastly to "tell the story of BroSis" and work with staff who write grants to hone and wordsmith language
- Develop annual fundraising plan in collaboration with the Executive Director for presentation to the Board of Directors
- Extensively engage with the Board of Directors and cultivate a strong relationship with Board members
- Serve as a visible spokesperson and advocate for BroSis in the funding community.
- Oversee, with Deputy Director, all direct mail letters, case statements, grants, brochures, and sponsorship proposals required to support fundraising efforts
- Provide leadership, with Deputy Director for Events and Communication, for all donor patron receptions, events, and other cultivation/stewardship activities
- Ensure that all donors are appropriately thanked and receive regular communication by making donor stewardship a priority throughout the organization.

- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members and volunteers.
- Oversee five staff members and work with Sr. HR Manager to ensure professional development opportunities and trainings are in place to develop staff and further develop team - set priorities for team, provide on-going guidance and motivation, ensure strong internal communication, evaluate performance and provide opportunities for personal and professional growth.
- Supervise team operations, including developing and maintaining systems and practices for effective project and staff management - implementing team equity goals that shape how the team works together - its partnerships and communication, ensuring storing rapport.
- Manage and/or engage with assorted consultants - design, PR, events, website, government relations, etc.
- Provide leadership, with Deputy Director for Events and Communication, for all social media, online presence and digital communication – including website presence, Twitter, Facebook, regular e-newsletters to shape organization's message
- Partner with Program Directors and senior program staff to share their expertise, vision and impact effectively with funders
- Establish and maintain effective working relationships with staff across the organization to understand the development needs and engage in fundraising effectively, understanding essential role of Development - and providing the support Development needs to do its work for

REQUIRED QUALIFICATIONS & EXPERIENCE

The ideal candidate will have the following experience and qualifications:

- At least 10 years of Development experience, culminating in the management of a complex fundraising program.
- Demonstrated success in donor/partner management and strategy, deep knowledge of foundations and grant writing, wide and diverse event production expertise, success at securing large individual gifts, knowledge of NYC and NYS government funding structures.
- Demonstrated experience in managing staff and budgets.
- Ability to work in a hands-on environment and intensive work environment.
- Successful leadership achieving fundraising goals in an executive role in a nonprofit organization.
- Knowledge of Raiser's Edge.
- Ability to effectively gain the respect and support of various constituencies, including Board and staff members, donors and foundation and civic leaders.
- Exceptional communication, writing, computer and interpersonal skills.
- Exacting attention to detail.

- Flexible and adaptable style - a leader who can positively impact and guide an array of staff - superior management skills, able to motivate, direct and indirect reports and peers.
- Adept at digital and social media strategies and platforms.
- Minimum of BA, ideally with an advanced related degree.

PERSONAL ATTRIBUTES

The ideal candidate will have the following personal attributes:

- Committed to be enthusiastic about BroSis mission and programs
- A strategist and strategic thinker who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused.
- An energetic, flexible, collaborative and proactive team builder with strong and proven skills in management and leadership
- A catalyst with a vision who can create excitement and energy around BroSis programs and encourage others to support the organization -- persuasive, persistent, and determined in the pursuit of the organization's fundraising goals
- Straightforward, self-motivated, and diplomatic sharing information readily, listening as well as giving advice and respecting the abilities of others
- An exemplary reputation with stature and credibility and integrity.
- Proven ability for bringing together different departments within an organization to work together toward a shared vision and goals.
- Highly analytic, extremely organized.
- Astute leader, able to set clear priorities, meet them, delegate and guide others - and make sound decisions.
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities
- Flexible, able to multitask and work in a fast paced environment.

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.

LOCATION/IN PERSON/IN OFFICE: 512 W. 143rd street, New York, NY 10031

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