



The Brotherhood Sister Sol

Job Description: Institutional Giving Coordinator

Salary: \$82,500 - \$87,500

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 dynamic development professional to steward and grow our already strong foundation fundraising efforts. We are looking for an engaging writer to work closely with the Director of Development, Deputy 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 educating, organizing, and training.

The Institutional Giving Coordinator will join a team that includes the Director of Development & Communications, Deputy Director of Development for Events & Communications, Development Associate for Events & Communications, Development Associate for Database and Operations, and Government Grants Associate, and work closely with program staff and leadership.

RESPONSIBILITIES

- Research, prospect and apply for foundation and corporate grants;
- Extensive writing - write letters of intent, grant proposals and reports;
- Develop narratives to express our impact and highlight our programming and youth members;
- Manage deadlines for proposals and reports in development database, ensuring that all grants are tracked and submitted on-time - managing grants calendar with exacting detail;
- Work with development team and finance to create and submit financial reports to institutional funders;
- Support all fundraising activities of BroSis – foundation, special events, government, corporate and individual.
- Interface with funders - along with Executive Directors, Director and Deputy Directors of Development

EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- A minimum of 7 years fundraising and grant writing experience;
- Exceptional writer - experience writing applications and managing grants for foundation and corporate grants;
- Strong knowledge of standard procedures for grant proposal submissions & reporting, foundation portals, and grant budgets;
- 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 databases preferred. Training will be provided as part of the onboarding process.

BENEFITS: The Brotherhood Sister Sol offers 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 requires a minimum of four days a week in person.

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