



The Brotherhood Sister Sol

Job Description: Grants Associate

Salary: \$75,000 - \$80,000

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 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 nearly \$11 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.

The Brotherhood Sister Sol seeks a dynamic development professional to join our Development team. We are looking for an engaging writer to work closely with the Chief Development Officer, Deputy Director of Development, Grants Coordinator 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. The Grants Associate will utilize superb writing skills to draft narratives that speak to our unique blend of educating, organizing, and training.

Reporting to the Grants Coordinator, the Grants Associate will join a team that includes the Chief Development Officer, Deputy Director of Development, Development Coordinator for Events & Communications and Development Associate for Database and Operations and work closely with program staff and leadership.

RESPONSIBILITIES

- Proven experience successfully shepherding the full lifecycle of grant submissions; including identifying new grant opportunities, crafting written proposals, managing grant deadlines and following up with internal stakeholders to ensure timely submissions.
- Research, prospect and apply for foundation and corporate grants;
- Extensive writing -draft letters of intent, grant proposals and reports and other communication materials;
- 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.

EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- A minimum of 5 years fundraising and grant writing experience;
- Exceptional writer - experience writing applications and managing grants for foundation and corporate grants ranging from \$25,000 - \$100,000;
- 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 work effectively to complete multiple projects concurrently;
- 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, active, and open-stationed work environment where priorities can shift suddenly;
- Hard-working, team-oriented, able to take direction and guidance and work independently;
- Excellent computer skills, including proficiency in Microsoft Office and Google Suite software;
- Experience with donor databases preferred in particular Raiser's Edge. 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, employer funded health, dental, vision, and life insurance, 3% employer contribution to 403(b) retirement account. Staff are entitled to four weeks' vacation; as well as quarterly personal days; and office closure during Winter Break that is approximately 8 vacation days in addition to Christmas and New Year's Day as well as 9 additional paid holidays and 8 sick days; equating to about 10 weeks of PTO per annum.

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 by the start date of this position. If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

BroSis offers a competitive salary commensurate with relevant experience with the potential for an annual performance-based increase. The incoming salary range for this position is \$75,000 to \$80,000 per year. New hires are typically brought into the organization at a salary closer to the start of the range depending on qualifications, internal equity, and the budgeted amount for the role. All staff are eligible

for annual performance-based increases. Because we value staff tenure in each role, we do not currently cap salary ranges.

APPLY:

Please submit a cover letter and resume to apply for the Grants Associate position.

Email resume and detailed cover letter to <https://brotherhoodsistersol.bamboohr.com/careers>