

The Brotherhood/Sister Sol, Inc. Development Coordinator

POSITION DESCRIPTION:

The Development Coordinator will be a member of the Development team, along with two Development Associates and the Directors Circle (leadership team) of The Brotherhood/Sister Sol. S/he will be responsible for supervising two Development Associates and supporting the Directors Circle in providing leadership, strategic direction, management and coordination for The Brotherhood/Sister Sol's fundraising efforts.

Responsibilities:

- Be involved in all fundraising activities of The Brotherhood/Sister Sol – foundation, individual, events and government -
- Responsible for writing and/or supervising all foundation applications and reports -
- Provide detailed reports about the fundraising progress to the Directors Circle and Board on a regular basis -
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of gifts from individual, corporate and foundation sources -
- Prepare and/or oversee all direct mail letters, case statements, grants, brochures, and sponsorship proposals required to support fundraising efforts -
- Coordinate donor patron receptions, events, and other cultivation/stewardship activities in collaboration with Development Associates -
- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members and volunteers -
- Serve as a visible spokesperson and advocate for The Brotherhood/Sister Sol and programs in the funding community -

Experience Requirements:

- The ideal candidate will have the following experience and qualifications:
- At least five years in development – with a focus on 1) grant writing and research 2) individual solicitation, recruitment and management and 3) event based fundraising –
- Excellent writer -
- Demonstrated experience in managing people and budgets; ability to work in a hands-on environment -
- A successful track record of personally identifying, cultivating and soliciting individual donors, corporations and foundations -
- Record of measurable results in organizing and implementing such activities as: grant writing, corporate and foundation giving, direct mail and special events -
- A track record as an effective communicator -
- Bachelor's degree preferred -

Personal Qualities:

- Committed to be enthusiastic about The Brotherhood/Sister Sol's mission and programs -
- Highly entrepreneurial, resourceful and flexible -
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused –
- A good team worker -
- A catalyst with vision who can create excitement and energy around The Brotherhood/Sister Sol's 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 -
- Must be able to interact well with a variety of internal and external constituents, particularly youth –

Contact: email resume to resume@brotherhood-sistersol.org or fax to 212.283.3700

