



Fundraising and Evaluation Associate Position Announcement

Employee Type: Full-Time, 35 hours per week

Position: Full-time, 35hrs/week

Title: Fundraising and Evaluation Associate

Status: Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) – is a non-profit, Brooklyn-based workforce development organization that changes the lives of over 850 jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI's eight skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults with barriers to employment. We provide free training and job readiness, followed by at least two years of job placement and career-advancement support. Currently, BWI helps individuals begin careers in commercial driving, voice and data cable installation, TV and film production and post production, and skilled woodworking, among other local sectors.

Responsibilities:

The Fundraising and Evaluation Associate will be a part of a small team of dedicated staff, who together raise the organization's approximately \$6M annual budget and work to continually improve and publicize our work. Everyone on the team contributes new ideas and is highly effective working individually and in collaboration with colleagues (within the team, within the broader organization, and with outside partners). The Associate will maintain and build BWI's base of foundation, corporate, government and individual support. S/he will also support planning and implementation of special events, notably including an annual fundraising gala each spring. Finally, s/he will develop a solid understanding of BWI's measures of success, and the database system on which we track them, and effectively analyze and report on this data to funders and other audiences. The Associate will report to the Director of Fundraising and Evaluation.

Specific duties will include:

- Effectively communicating BWI's mission, programs and outcomes to current and prospective funders, by writing grant proposals and reports, and by creating other supporting materials.
- Keeping the team moving toward numerous deadlines by applying strong project management skills toward the timely completion of proposals, reports, funding obligations, special events, publications and public outreach activities.
- Lead the preparation and implementation of special events.
- Working side-by-side with BWI program staff to develop new funding concepts and turn them into compelling proposals, funder reports, new program strategies, and project budgets.
- Researching new potential funding sources for current, growing or new activities at BWI.
- Developing and managing individual donor campaigns.
- Becoming a skilled user of BWI's central program outcomes database to assist with improving data quality, running reports, and assisting staff with database challenges as needed.
- Developing and maintaining public relations materials, including content for the organization's newsletter, website, e-blasts, annual reports, and marketing materials.
- Other duties as assigned.

Qualifications:

- Strong commitment to BWI's mission and desire to do work with a measurable impact
- Excellent writer and verbal communicator.
- Experience in fundraising and/or communications, including proposal writing, prospect research, or database management required.
- Highly-organized, thorough, strong attention to detail, and motivated.
- Excellent data management and computer skills (Windows, Word, Excel, database & internet applications), and an eagerness to learn new technologies to solve workflow or communications challenges.
- Ability to multi-task and exercise excellent judgment.
- Friendly, professional demeanor.
- Demonstrated ability to work well independently in a fast-paced environment.
- Bachelor's degree required.
- Flexibility to work some evenings and/or weekends.

Compensation & Benefits: Commensurate with experience. BWI offers an excellent benefits package including health and dental insurance (following a three-month period), employer retirement plan, life insurance, employee retirement savings plan, flexible spending and 11 paid holidays.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers flexibility in work schedules. BWI staff also value that the work we do has a positive impact on the lives of hundreds of New Yorkers each year.

To Apply: No phone calls, please. Email cover letter, resume, and salary requirement to Shawn Hegele, Director of Fundraising and Evaluation, SHegele@bwiny.org. Please include "Fundraising and Evaluation Associate" in the email title.

Only applications with a cover letter, resume and salary requirement will be considered.