



## Fundraising and Communications Coordinator Position Announcement

**Employee Type:** Full-Time

**Position:** 35hrs/week

**Title:** Fundraising and Communications Coordinator

**Status:** Non-exempt

Brooklyn Workforce Innovations (BWI, [www.bwiny.org](http://www.bwiny.org)) – a non-profit, Brooklyn-based workforce development organization – seeks a key member of the fundraising and communications team that will help connect the impactful work in BWI’s programs to donors and the public. BWI changes the lives of hundreds of jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI’s skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults and young 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. BWI helps individuals begin careers in commercial driving, tech, voice and data cable installation, TV and film production and post production, and skilled woodworking, among other local sectors.

### **Responsibilities:**

The Fundraising and Communications Coordinator will be a part of a small team of dedicated staff working to raise the organization’s approximately \$7M annual budget, communicate the impact of its programs, and lift up BWI’s work. The Coordinator will support both institutional and individual fundraising efforts, as well as BWI’s external communications. Key functions of the Coordinator include: grant writing and reporting to foundation, corporate and government supporters; record-keeping in BWI’s Salesforce database and elsewhere; producing timely donation acknowledgment letters; supporting content creation for the organization’s website, social media, and email blast communications; and contributing to event planning and execution. This position will work collaboratively on a small team including an Individual Giving and Communications Coordinator, Institutional Giving Manager, and Director of Development and Communications. They will report to the Director of Development and Communications.

A successful Fundraising and Communications Coordinator will be a skilled writer and communicator, familiar with a broad range of communication media, have strong attention to detail, and a desire to grow as a nonprofit fundraising and communications professional. They are comfortable in a fast-paced environment, motivated to complete administrative tasks, would be described as a self-starter, and will be highly effective working individually and in collaboration with colleagues.

### **Specific duties will include:**

- Contribute to grant writing and reporting to BWI funders such as private foundations, corporations, and government entities.
- Process donations and grant payments; send thank you notes in a timely manner.
- Update, maintain, and generate reports from Salesforce database to help drive strategy.
- Contribute to content creation for various BWI communication channels, including but not limited to the website, social media channels, annual reports, brochures, and marketing materials.
- Assist with planning and execution of fundraising and cultivation events.
- Contribute to relationship-management for individual and institutional donors.
- Perform basic office duties such as invoice processing and thorough archiving of all individual donor and communications materials.
- Support and manage other projects with the Fundraising and Evaluation team, as needed.

**Qualifications:**

- Strong commitment to BWI's mission and desire to do work with a measurable impact.
- Excellent writing, editing and communication skills.
- Highly organized, thorough, strong attention to detail, and motivated.
- Excellent data management and computer skills (Windows, Word, Excel, Google Suite, Zoom, database & internet applications), and an eagerness to learn new technologies to solve workflow or communications challenges.
- Experience in fundraising and/or communications, proposal writing, or professional writing preferred.
- Experience with database management preferred.
- Experience with digital communication tools (e.g. Canva) and databases (e.g. Salesforce) preferred.
- Ability to multi-task and exercise excellent judgment.
- Friendly, professional demeanor. Comfortable working with a variety of stakeholders including BWI program participants, major donors, employer partners, vendors, and more.
- Demonstrated ability to work well independently in a fast-paced environment.
- Flexibility to work some evenings and/or weekends.

**Compensation & Benefits:** \$60-65K, commensurate with experience. BWI offers a comprehensive benefits package including health and dental insurance (first of the month following a 60-day waiting period), employer retirement plan, life insurance, employee retirement savings plan, flexible spending and generous paid leave for vacation, holidays, personal days, and illness.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval. Workplace Health/Safety policy states that all new hires are required to be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for medical or religious reasons.

**To Apply:** No phone calls, please. Email a cover letter, resume, and brief writing sample to Ariel Dreyfus, Director of Development and Communications, at [adreyfus@bwiny.org](mailto:adreyfus@bwiny.org). Please include "Fundraising and Communications Coordinator" in the email title. Applications will be accepted until the position is filled.

***Only resumes with a cover letter will be considered.***

***BWI is an equal-opportunity employer. People of color, community residents, and women are strongly encouraged to apply.***