

Job Description

Position:	Development Associate / Grant Writer
Reports to:	Chief Executive Officer & Chief Operating Officer
Type:	Part Time or Full Time
Salary Range:	\$60,000-\$80,000

Organization Summary: Bridge Street Development Corporation (BSDC) is an innovative and progressive nonprofit community development corporation located in the historic Bedford-Stuyvesant community of Brooklyn. We build and sustain strong communities where people of all incomes can achieve their full potential. Bridge Street primarily operates seven distinct but interrelated Program Areas: 1-Youth Development / Workforce Development; 2-Senior Services; 3-Community Engagement, Organizing & Advocacy; 4-Affordable Housing / Real Estate Development; 5-Economic Development; 6- Financial Literacy & Empowerment; 7- Restorative Justice.

Position Summary: The Development Associate / Grant Writer position is responsible for assisting and supporting fundraising related activities and operations across all of BSDC's Program Areas, securing new funding awards and increased revenue, including unrestricted revenue and General Operating Support. This position is responsible for conducting the full range of activities required to write, format, and submit compelling, high-quality grant applications, Letters of Interest (LOIs) and Requests for Proposals (RFPs) to multiple funding sources (foundations, corporations, philanthropic organizations, governmental agencies, etc.). The Development Associate / Grant Writer will also collaborate with BSDC's Senior Leadership Team, Finance, Operations and Program Directors to develop and maintain relationships with key stakeholders, develop supporting documents and maintain funding databases and records.

PRINCIPAL RESPONSIBILITIES:

- Proactively research and analyze grant opportunities compatible with BSDC's mission, values and programs and making recommendations on their feasibility.
- Track organizational and programmatic funding needs in order to develop, recommend, and implement a grants fundraising strategy and calendar for foundation, government, and corporate sources.
- Draft, edit and submit high quality, compelling LOIs, RFPs, grant proposals, grant reports, and acknowledgement letters.
- Develop and update a library of proposal content, reuse material, organizational overviews, capabilities and presentation documents.
- Coordinate the development of grant requests by establishing timelines that outline tasks, assignments, and deadlines; meet all deadlines; facilitate timely communications with leadership and staff; collect grant submission materials from Programs and Finance; obtain required approvals for submission.

- Oversee and track all grant milestones including, but not limited to; proposals in development, proposals submitted to funders, proposals that have been issued or canceled, deliverable deadlines, communication and awards, ensuring that all content is complete and up to date at all times.
- Attend conferences, webinars and grant application informational/training sessions hosted by funders, as necessary.
- Perform other duties as required.

REQUIRED SKILLS AND ABILITIES:

- Excellent written, oral and interpersonal skills, ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Proficiency in various computer applications including advanced MS Office skills comprehensive databases, spreadsheets and word processing software. Graphic design, technical documentation and layout skills.
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines.
- Creative and innovative thinker, who actively presents new opportunities, proposes solutions and recommends best practices.
- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving.
- Ability to work creatively and with flexibility in a fast paced environment while maintaining high work standards.
- Ability to develop rapport and engender trust, exhibits a positive attitude and professional demeanor.

Compensation: Salary commensurate with qualifications and experience, with benefits.

How to Apply: Please submit a cover letter, resume and three professional references to info2@bsdcorp.org. Please submit all documents as PDFs and write “Development / Grant Writer” in the subject line. Due to the high volume of applicants, only qualified candidates will be contacted. Bridge Street Development Corporation is an equal opportunity employer.