

Be part of the solution

It is a messy and complex world out there, especially these days. But there is one aspect of our collective circumstances that has become increasingly clear of late: the most vulnerable among us lack viable pathways to economic stability.

At Arbor Brothers, we believe in creating a level playing field on which a young person's future is determined by her zeal, not her zip code.



Participants of AB grantee COOP Careers

If you believe passionately that *everyone deserves access to real opportunity* and you want to invest your career in making that a reality, keep reading. We've got a model that works and a place for you in it.

About Arbor Brothers

[Arbor Brothers](#) is on a mission to empower our low-income neighbors to secure a path out of poverty. We do this by providing crucial supports at critical moments to the New York metropolitan area's highest-potential nonprofits. This support helps these organizations grow into more powerful and sustainable forces for social change.

We take an engaged approach to philanthropy, providing both financial support and in-depth consulting to nonprofit leaders whose organizations have moved off the drawing board and onto the growth curve. To maximize the impact of our giving, we deploy our diverse and talented team to:

- **Screen** and select high-potential nonprofit organizations from hundreds of applicants, with rigorous vetting through management meetings and site visits.
- **Fund** operations with significant grants of unrestricted capital, targeting \$300,000 of support over three years.
- **Engage** in deep partnership, rolling up our sleeves and working with grantees to help solve their most pressing problems and build internal capacity. We annually invest hundreds of hours of our time in each grantee to co-create the systems, team and culture necessary for impact and growth. This includes building strategic plans, financial forecasts, performance management systems and more.

Our grantees are social impact rocket ships: over the course of our engagement they more than triple the number of young people they serve while winning awards and attracting preeminent funders along the way. Grantee partners have included leading nonprofits like [All Our Kin](#), [GirlTrek](#) and [Springboard Collaborative](#). Our [current portfolio](#) extends this investment in the youth and workforce of the NY-NJ-CT community.

Arbor Brothers was founded in 2010 by Sammy Politziner and Scott Thomas, two former teachers with a decade of previous experience in nonprofits and finance.

Position Overview

As our budget and portfolio continue to expand, we are seeking a dynamic and entrepreneurial colleague to help deliver on our mission to sustain and grow great nonprofits. You will work as a key member of Arbor Brothers' small but mighty team across all aspects of the organization. Your role will entail three main areas of responsibility:

- Grantee Selection and Consulting Support (~55%)

As part of our team, help:

- Identify new potential grantees, evaluate grant applications, interview management and select the portfolio in conjunction with our Board
- Consult to the leadership of grantee nonprofits, co-creating solutions and building their operational and fundraising capacity
- Expand the frontier of Arbor Brothers services and raise the bar for quality
- Manage the grantee selection process

Under your leadership:

- Build, refine and train grantees to use operational tools (e.g. performance dashboards and financial models)
- Draft and refine grantee presentation materials
- Organize and analyze portfolio and internal Arbor Brothers data

- Internal Operations (~35%)

As part of our team, help:

- Prepare for and participate in pitch meetings with Arbor Brothers donors
- Prepare for quarterly board meetings

Under your leadership:

- Refine marketing and drive communication efforts
- Plan site visits and donor cultivation events
- Manage donor and nonprofit databases

- Learning (~10%)

As part of our team, help:

- Glean best practices from the field (including via conferences and professional development opportunities)
- Continue to shape Arbor Brothers into a more diverse and inclusive organization

Under your leadership:

- Survey and digest popular and academic literature
- Codify and share organizational best practices (both for AB and grantees)

Who You Are

We believe these traits are essential to achieving success in our efforts:

- “Mission-first, ego-last” mindset regarding social change. We have an intentionally lean team with no purely administrative support, so we all pitch in on everything to get things done.

**Position Announcement:
Arbor Brothers Senior Associate**



- Extraordinary dependability in meeting high work-quality standards. AB's team is detail-oriented and obsessed with follow-through. The strongest candidates will be seen by colleagues as extremely well-prepared and conscientious.
- High-energy, constant learning approach to attacking challenges. The quest for continuous improvement sometimes provokes challenging conversations, but these are welcome at AB.
- Enjoyment in applying structured (and quantitative, where appropriate) approaches to solving problems. Helping grantees arrive at good answers is helpful; having a framework to help grantees consistently arrive at good answers is even better.
- Diverse in experience and perspective, with a willingness to push the team in new ways
- Joyful! Our work is hard but if we're doing it right, it can be both thoroughly satisfying and sustainable. We see our efforts as a marathon, and we believe humor and work-life balance are essential ingredients in our long-term sustainability.

Qualifications

To be eligible for consideration, you must have:

- A Bachelor's Degree
- 5+ years of work experience (or 3 years + MBA, MPA or other graduate school)
- Launched and/or led a program, club, classroom or business
- Meaningful experience living, working or volunteering in low-income communities
- Strong background in Microsoft Excel (e.g. built or operated function-driven, multi-tab models; comfort with data manipulation and visualization)

You will likely have:

- Experience in similar organizations or roles, potentially including
 - High-performing schools or nonprofits
 - Small teams or start-ups
 - Client-facing service (e.g. consulting or banking)
- Skills applicable to the engaged philanthropy model, including
 - Strong numeracy (comfort with math, Excel models and financial statements)
 - Clear and polished written and verbal communication
 - Knack for systems-thinking and problem-solving

Compensation

The position's salary and benefits package are commensurate with experience and very competitive within the nonprofit sector.

Location

Arbor Brothers offices are located in midtown Manhattan (34th Street and 5th Avenue). Remote employment is not an option.

Timing

The role has flexible a starting window in the Summer of 2020.

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To Apply

Applications should be submitted to apply@arborbrothers.org, formatted as a single MS Word file entitled “*Lastname Firstname – Senior Associate Candidate*” and contain a 1-page cover letter and 1-page resume. They will be evaluated on a rolling basis and accepted until Sunday, July 19th at 7:00 p.m. ET. Early applications will be given preferred treatment and the position may be hired for well ahead of that deadline.

In addition to connecting your skills and experience to the role, we encourage you to use the cover letter to convey your personality, passion for social change and any connections you might have to the communities Arbor Brothers serves. Please also note where you heard about the role. No phone calls, please.

Arbor Brothers is committed to employing a diverse and multicultural staff.