Nonprofit Engagement Manager

**ABOUT BROOKLYN ORG**

Brooklyn Org is a champion for Brooklyn. We celebrate Brooklyn’s brilliance and resilience, its incomparable culture and uncompromising grit – and we demand more for our communities.

Over our 15-year history, we have reimagined the role of philanthropy and provided immeasurable support to communities and nonprofit partners that are leading transformational change for Brooklyn. With a new model for community philanthropy, we are bringing together Brooklynites, Brooklyn backers, businesses, and broader believers in equity and justice to make Brooklyn a beacon for the world.

We are a platform for galvanizing giving. We are here to ensure that ideas are met with resources, challenges are met with solutions, and inequity is met with justice.

**POSITION OVERVIEW**

The Nonprofit Engagement Manager reports to the VP of Programs and is responsible for the implementation, organization and oversite of the nonprofit capacity building and convenings work of Brooklyn Org. They execute a robust and relevant capacity building program for Brooklyn’s nonprofit sector. The position is located in Brooklyn, NY and will require some early morning, evening, and weekend work. There is a need to travel within NYC via public transportation.

This is a full-time, exempt position.

**RESPONSIBILITIES**

**Capacity Building**

* In consultation with senior leadership, implement Capacity Building and Nonprofit Resources program strategy, as part of Brooklyn Org’s overall strategic plan goals
* Coordinate and implement all logistics pertaining to Brooklyn Org’s capacity building programming, including in-person training workshops and meetings, and online webinars
* Implement and facilitate nonprofit convenings, including networking salons, peer groups, regional nonprofit convenings, workshops, and community building events
* Identify and analyze trends impacting grantee and nonprofit capacity building needs to inform programmatic content and themes
* Lead coordinator for the annual Brooklyn Gives year-end local giving campaign activities, including managing technology platform consultants, recruiting nonprofit participants, managing matches and day-of prizes, and collaborating with other departments on communications and donor engagement strategies
* Promote and recruit nonprofits to the Brooklyn Gives Nonprofit Connection platform
* Serve as a general liaison to and resource for Brooklyn nonprofits
* Track and analyze program data and outcomes, including survey feedback, impact data, etc.

**Consultant Management**

* Oversee process for finding workshop consultants
* Coordinate consultant contract execution, including payment schedule
* Manage consultants’ progress in relation to contracts and workplan timelines

**Internal Collaboration**

* Collaborate with Communications team to promote programming and recruit nonprofits to utilize our nonprofit platforms
* Collaborate with the Program Associate to ensure proper tracking of registration and attendance, and the management of materials
* Collaborate with Operations Team on event logistics, contracts, and payments
* Collaborate with Program Officers to identify capacity building support trends
* Collaborate with BKO staff on communicating and reporting on capacity building work
* Other duties as assigned

**ABILITIES AND COMPETENCIES**

* Strong commitment to advancing racial justice in Brooklyn.
* Strong executioner with excellent facilitation skills.
* Strong interpersonal communication skills: especially the ability to listen well, establish and maintain professional relationships, and exercise effective and inclusive working relationships in cross-cultural and multi-cultural settings.
* Strong analytical and communication skills: using sound judgment, able to quickly gather, synthesize and summarize information in a clear and jargon-free manner in written and oral communications. Bilingualism or multilingualism is a plus.
* Strong planning, administrative, and organizational skills: ability to manage multiple projects and timetables, meet deadlines, and work independently.
* Intellectual curiosity and learning orientation: commitment to continuously learning and growing, ability to approach the work with humility and acknowledge/work to neutralize effect of power dynamics.
* Flexible and versatile: ability to perform gracefully in various situations and thrive in an environment of flux, ability to anticipate obstacles and creatively offer solutions, serve as a team player.

**REQUIRED SKILLS, KNOWLEDGE, AND QUALIFICATIONS**

* Deep commitment to racial equity and justice
* Strong passion for Brooklyn communities
* Bachelor’s degree with at least 5-7 years of work experience in nonprofit, grants, and/or events
* Excellent project management and written and verbal communication skills
* Ability to work in a high-performance environment
* Ability to design, implement, and monitor effective workflow processes and procedures
* Highly proficient with Microsoft Office Suite and cloud-based platforms and tools

**ADDITIONAL INFORMATION**

Currently full-time employees are expected to work in the BKO office located in Downtown Brooklyn Monday through Thursday with occasional events on Friday.

**DIVERSITY**

In alignment with its Racial Justice Lens, the Organization is committed to maintaining a staff that diversifies philanthropy, including lifting up the leadership of people from communities historically underrepresented in the field and those directly affected by structural racism, centering them in decision-making. Additionally, BKO does not base any hiring decisions on an applicant’s history of involvement in the criminal justice system.

**EQUAL EMPLOYMENT OPPORTUNITY**

Brooklyn Org is an equal opportunity employer. The Organization does not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability, marital status, military veteran status or any other protected group in the locations where we work.

**COMPENSATION AND BENEFITS**

Brooklyn Org has a competitive and exhaustive benefits and leave plan and the salary range for this position is $80,000 – $85,000 dependent on the successful candidate’s background and experience.

**HOW TO APPLY**

Please send a cover letter and resume via email to [search@brooklyn.org](mailto:search@brooklyn.org). Please write **Nonprofit Engagement Manager** in the Subject Line of your email and mention where you found this job posting.