



**POSITION ANNOUNCEMENT  
SENIOR GRANTS AND CONTRACTS MANAGER  
Brooklyn, NY**

**Organization Overview:** Brooklyn Legal Services Corporation A (Brooklyn A or BKA) advances social and economic justice and community empowerment through innovative, collaborative, neighborhood-based legal representation and advocacy. We represent low- and moderate-income individuals and families throughout New York City. Our clients live in rapidly gentrifying neighborhoods where many residents and small business owners have been displaced or are facing displacement and harassment.

For over half a century, Brooklyn A has provided high-quality, low-barrier neighborhood-based legal services to individuals, families, nonprofit community-based organizations, community development corporations, coalitions, and small business owners interested in developing and sustaining vibrant, healthy communities. Brooklyn A has three core programs—Preserving Affordable Housing (PAH) Program, Consumer & Economic Advocacy (CEA) Program, and Community & Economic Development (CED) Program—each of which has unique initiatives and plays a vital community role to ensure basic needs are met and fundamental rights affirmed.

**Position Description:** Brooklyn A seeks a mission-driven professional with grants and contract experience to help us manage our corporate, foundation, government agency, and other philanthropic institutions fundraising activities. The Senior Grants & Contracts Manager is responsible for effectively managing Brooklyn A's institutional funders portfolio, including private and government grants and contracts. Brooklyn A currently has an annual budget of around \$5 million, with eighty percent (80%) of revenue from federal, state, and local government and private foundation and corporate grants and contracts. The Senior Grants & Contracts Manager is the lead writer on proposals and reports and is responsible for ensuring that these grants and contracts are correctly administered. The Senior Grants & Contracts Manager oversees compliance and program planning/reporting for these contracts. Additionally, this person will collaborate with the rest of the development team on prospecting and proposal writing and with staff throughout the organization to develop project ideas, draft compelling language for proposals and reports, and ensure that grant objectives are met, including all reporting and communications with institutional funders.

**To be successful in this role, you must have:**

- A Bachelor's degree (graduate degree preferred) in Nonprofit Management, Marketing, Business, Public Relations, or Communications.
- At least four (4) + years of professional, institutional fundraising experience OR any equivalent combination of education, training, and experience, that demonstrates the ability to perform the duties of the position (required); and communications, marketing, public relations, nonprofit management (preferred).
- Extensive experience conceiving, developing, writing, and managing major institutional funding projects from multiple sources, including governmental agencies at the federal (e.g., HUD and DOJ), state, and city (e.g., HRA, SBS) levels; major foundations; and corporate funders.

*building communities, ensuring opportunity, achieving justice*

### **Qualifications and Skills Required:**

- Fast, engaging writer who can write for different audiences and funding opportunities and can take broad direction.
- Experience developing proposals for both restricted and unrestricted funding sources.
- Conduct research on individual and foundation prospects using various online tools, maintaining extensive files, contact lists, databases, scheduling, preparing materials for meetings, and crafting donor communications.
- Outstanding writing and editing skills.
- Excellent verbal communication and presentation skills.
- Passion for storytelling with the ability to transform technical and legal issues into broadly engaging, emotionally rooted, and informative narratives.
- Demonstrated ability to manage a portfolio of funders and achieve financial results; knowledge of foundation and corporate giving is a must.
- Ability to work with leadership, program staff, and Finance to conceptualize and develop compelling, logical, and clear grant proposals, supporting materials, and reports.
- High level personal and professional integrity and demeanor with a proven drive to succeed.
- Initiative and independence, combined with the ability to work as part of a team.
- Comfortable setting up systems and juggling multiple projects, creatively connecting the dots between fundraising, communications, and programming.
- Excellent time management skills, including the ability to meet established goals and deadlines.
- Detail-oriented, with proven experience managing multiple projects simultaneously and delivering assignments within stringent deadlines.
- Ability to maintain discretion and confidentiality at all times.
- Technologically savvy, with proficiency in donor CRMs (DonorPerfect a plus), research systems, MS Office software, Adobe Publisher, Google products, and social media outlets.
- A creative, energetic, and mission-driven individual committed to realizing the potential of a bold and innovative strategic vision.
- Commitment to diversity, equity, inclusion, and belonging principles and demonstrated ability to interact with people of different races, ethnicities, ages, and sexual orientations in a multicultural environment.
- Understanding of and commitment to the mission and work of Brooklyn A.

**How to apply:** If you are interested in this position, you must submit a compelling cover letter explaining why you would like to join the Brooklyn A team and are the best candidate for the job; a resume, three (3) references, and a writing sample to [bkajobs@bka.org](mailto:bkajobs@bka.org). Please put *Senior Grants & Contracts Manager* in the subject header. Title attachments with your first and last name ("JaneDoeResume.pdf, JaneDoeCoverLetter.pdf."). Only applications that include all requested documents are considered.

*Note: Due to the volume of applications we receive, we cannot give status updates. If you are invited for an interview, you will be contacted directly.*

Brooklyn A is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, gender, age, disability, sexual orientation, military status, predisposing genetic characteristics, a survivor of domestic violence status, or marital status.