Be a part of the solution.

New York may be the greatest city in the world, but our community faces a daunting gap in opportunity. At Arbor Brothers, we believe in creating a level playing field on which a young person's future is determined by her zeal, not by her zip code.

If you believe every one of our neighbors 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 finds the New York metropolitan area's most promising social entrepreneurs and helps grow their ideas into powerful and sustainable forces for 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:

- 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 investments of more than $250,000 over three years.

- Engage in a deep partnership, climbing into the trenches with grantees to help solve their most pressing problems and build internal capacity. We invest hundreds of hours per year in each grantee to co-create management systems that both parties believe are necessary for growth and success. This includes building strategic plans, detailed budgets, outcomes tracking systems and more.

Our grantees are social impact rocket ships – over the course of our investment they more than double the number of young people they serve while winning awards and attracting other premier funders along the way. Past grantee partners include leading social ventures such as Blue Engine, GirlTrek and All Our Kin. 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 Teach for America alumni with a decade of prior experience in nonprofits and on Wall Street.

Position Overview

As our budget and portfolio expand, we are seeking a dynamic and entrepreneurial colleague to help deliver on our mission to sustain and grow great nonprofits. You will work with the founders across all aspects of the organization, helping shape Arbor Brothers with us over the long-term. 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 senior management at grantee nonprofits, co-creating solutions and building their operational and fundraising capacity
  - Evaluate performance of portfolio organizations

  Under your leadership:
  - Build, refine and train grantees to use detailed financial models
  - Draft and edit presentation materials
  - Organize and analyze portfolio and internal Arbor Brothers data

- Internal Operations (~35%)
  As part of our team, help:
  - Set and pursue Arbor Brothers annual goals
  - Prepare for and attend 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
  - Attend conferences

  Under your leadership:
  - Survey 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
- Extraordinary dependability in meeting high work-quality standards
- High-energy, constant learning approach to attacking challenges
- Enjoyment in applying numbers-based analytics to solve problems
- Fun. In particular, a deep appreciation for founders' consistently hilarious jokes

arborbrothers
engaged philanthropy

Qualifications
To be eligible for consideration, you <u>must have</u>:
- A Bachelor's Degree
- 5+ years of work experience (or 3 years + MBA or other graduate school)
- Launched and/or led a program, club, classroom or business
- Meaningful experience living, working or volunteering in low-income communities
- Deep familiarity with Microsoft Excel (e.g. built or operated function-driven, multi-tab models)

You will <u>likely have</u>:
- Experience in similar organizations or roles, potentially including
  - Client-facing service (e.g. consulting or banking)
  - High-performing schools or nonprofits
  - Small teams or start-ups
- 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 is commensurate with experience and very competitive within the nonprofit sector.

Location
Arbor Brothers offices are located in midtown Manhattan (34th Street and 5th Avenue).

Timing
The role is scheduled to begin in summer 2017.

To Apply
Applications, formatted as a single MS Word file containing a cover letter and 1-page resume, will be evaluated on a rolling basis and accepted until Sunday, April 23rd at 5:00 p.m. ET. They should be directed to: apply@arborbrothers.org. In addition to connecting your skills and experience to the role, we encourage you to use the cover letter to convey your personality and passion for social change. No phone calls, please.

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