

# Be 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 addressing root causes of poverty 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 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 a deep partnership, climbing into the trenches 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 other premier funders along the way. Grantee partners have included leading nonprofits like [All Our Kin](#), [COOP](#) and [GirlTrek](#). 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 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

*Under your leadership:*

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

- 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)
- 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
- 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
- Diverse in experience and perspective, with a willingness to push the team in new ways
- Fun (in particular, a deep appreciation for founders' consistently hilarious jokes)

**Position Announcement:  
Arbor Brothers Senior Associate**



**Qualifications**

To be eligible for consideration, you must have:

- 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
- Strong background in Microsoft Excel (e.g. built or operated function-driven, multi-tab models)

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 (34<sup>th</sup> Street and 5<sup>th</sup> Avenue). Remote employment is not an option.

**Timing**

The role is scheduled to begin in January 2020.

**To Apply**

Applications should be submitted to [apply@arborbrothers.org](mailto:apply@arborbrothers.org), formatted as a single MS Word file entitled "*Firstname Lastname*" and contain a 1-page cover letter and 1-page resume. They will be evaluated on a rolling basis and accepted until Sunday, November 10<sup>th</sup> at 7:00 p.m. ET. Early applications will be given preferred treatment. 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. No phone calls, please.

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