



Director of Communications and Grant Writing

Be part of a dynamic and growing team that is helping underemployed New Yorkers find career opportunities in the construction industry. Building Skills NY (BSNY) is a Not for Profit that works with developers, general contractors, and subcontractors to link NYC residents to construction jobs throughout New York City. The goal of the program is to provide stable employment and career track skills training opportunities for NYC residents interested in construction. The Director of Communications and Grant Writing will work collaboratively with BSNY leadership to develop and implement BSNY's communication and grant writing strategy to broaden overall programmatic impact, and management of organizational messaging and media strategy.

Primary Responsibilities

Communications

- Elevate the BSNY brand as a thought leader amongst diverse audiences including philanthropy, local leaders, government, community-based organizations, and the construction industry.
- Develop relationships with members of the media, government, and industry partners to create new opportunities for BSNY.
- Maximize earned media and ensure media strategy is supporting BSNY's strategy and goals.
- Manage, build, and enrich relationships with federal, state, and local officials and their staff and encourage elected officials to partner with BSNY to achieve local hiring initiatives and goals.
- Oversee annual report, social media, website, and e-newsletters; liaison with the program team to identify and collect success stories and images; draft unique and compelling content to engage existing and new audiences.
- Create and manage BSNY's weekly blog content and report on topics of interest for our employer and participant network.
- Prepare "Success Stories," personal stories of BSNY participants who have overcome significant life challenges because of our programs and services. This process includes organizing a schedule, reaching out to program staff, collecting information through interviews, writing the Success Stories, and sharing widely externally.

Grant Writing

- Monitor philanthropic, state, and federal grant sites and identify RFPs for the organization to consider; gather and synthesize relevant information regarding the RFP and share with Executive Director.
- Responsible for proposal writing/grants management. Prepare a variety of written communications such as Board presentations, reports, testimony, and factsheets, and funding proposals for donors as required.
- Identify new opportunities for institutional support and identify new grants in line with BSNY's organizational growth.
- Support BSNY Leadership with annual event. Manage communications, fundraising, donations, manage day-of event logistics, and implement post event follow-up strategies.



Skills and Qualifications

- Strategic thinker with ability to design and execute on complex projects involving multiple stakeholders.
- Influential communication skills, able to justify recommendations to diverse audiences in a compelling manner.
- Energetic and self-directed, with effective time management, organizational skills, and ability to simultaneously manage several priorities.
- Excellent written and verbal communications skills, ability to confidently pitch and present to senior level corporate and foundation staff.
- Elevated level of initiative, judgment, and decisiveness in accomplishing tasks; must be able to work both independently and with a small high performing team.
- Bachelor's degree.
- 5 or more years of experience in communications, administration, or fundraising.
- Excellent written, oral, and interpersonal skills.
- Excellent computer and research skills with proficiency in Microsoft Office, social media platforms, Google Suite products.
- Knowledge and experience with CRM systems, especially Salesforce preferred but not required.
- Good self-direction and ability to problem solve and work as a team.

SALARY: Based on experience.

HOW TO APPLY: Please send a resume and cover letter via email to dmeade@buildingskillsny.org. Please include Director of Communications and Grant Writing in the subject line. As the City of New York expands the COVID-19 Safety Requirement to employees of all contracted organizations, all BSNY employees are required to provide one-time verification of vaccination. Building Skills NY is an Equal Opportunity Employer.