

# Job Announcement DEVELOPMENT CONSULTANT



## ABOUT E4F

[Equality for Flatbush \(E4F\)](#) is a people of color-led, multi-national grassroots organization that does anti-police repression, affordable housing, and anti-gentrification/anti-displacement organizing in Flatbush, East Flatbush, and Brooklyn-wide. Founded in 2013, Equality for Flatbush has two goals: to end NYPD murders and to stop the displacement of low to middle-income people from our community. We organize our communities for social change and justice through street outreach, social media campaigns, political advocacy, and direct action.

E4F's key accomplishments include establishing pivotal tenant associations and networks which have jointly addressed 40+ cases of displacement. E4F maintains hotlines in 3 languages which support residents under the threat of displacement and provides training for documenting NYPD/ICE harassment. We are also committed to driving campaigns that call for justice for the families of victims of NYPD police brutality.

## JOB SUMMARY & KEY RESPONSIBILITIES

E4F seeks a dynamic, self-motivated Development Consultant to work with our Executive Director to research and write grants, oversee donor development and communications, and support with special events fundraising. Key responsibilities include:

- Prospect potential funding opportunities, develop fundraising strategy, workplan & timeline
- Manage key foundation relationships, including outreach to new funders
- Update & maintain E4F's grants database system
- Write grant LOIs, proposals, and reports
- Design and release monthly Mailchimp e-newsletter
- Spearhead donor communications and manage donor database
- Work closely with ED & staff to develop organizational for fundraising efforts including updating E4F website, Mailchimp, and promotional materials
- Support grassroots fundraising and special events, as needed

## QUALIFICATIONS

- Successful experience grant writing and managing foundation relationships, especially in NYC
- Strong English language communications skills, both written and oral
- Ability to work independently under time pressure to prioritize and meet deadlines
- Ability to succeed in a collaborative community organization environment
- Experience with community organizing, housing justice, or police accountability work, a plus

**COMPENSATION** Consulting rate: \$65-\$75 per hour at 15-20 hours per week, with potential for more hours.

**SCHEDULE** Short-term consultant gig, with potential for further work.

**LOCATION** This is a remote position. Consultant will need to be available for work calls in NYC (EST) time zone, as needed.

**TO APPLY** Please submit a cover letter and resume to: [projects@vantagehrs.com](mailto:projects@vantagehrs.com).

*Equality for Flatbush (E4F) is an equal opportunity employer and highly values diversity. E4F maintains a policy of non-discrimination in regard to age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity, or any other class protected by applicable state or federal law. Women, LGBTQ, and people of color are strongly encouraged to apply*