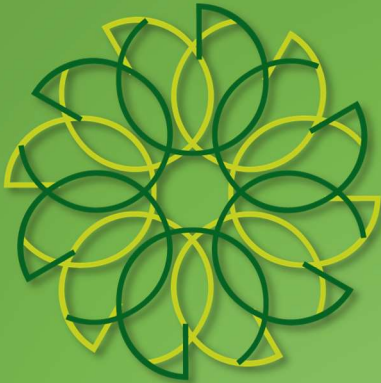


ANNUAL REPORT 2021

125
Years
Moving Women
1897 • 2022



GRACE
INSTITUTE





Mission

Grace Institute empowers underserved women in New York City to achieve employment and economic self-sufficiency. Within a supportive and structured environment, Grace Institute provides job-skills training, counseling, placement services, and continuous learning opportunities that lead to upwardly mobile employment. We offer these services so that participants can realize their inherent strength, resilience, and limitless potential.

Our Approach

Grace Institute is one of NYC’s leading workforce development programs offering two tuition-free, 10-week training programs. Our curriculum is continually updated to reflect demands of a remote workforce with the latest technology.

Our **Administrative Professional** (AP) program provides women with the skills needed to enter or reenter the workforce in any industry. Our curriculum covers soft skills like verbal and non-verbal communication, time management, managing up, multitasking, and conflict resolution in addition to hard skills like keyboarding, MS Office Suite, database management, and cloud platforms.

Our **Patient Service Representative** (PSR) program was created in partnership with the Institute for Family Health and Weill Cornell Medical College. Participants are trained in patient service, communication and problem-solving together with technical skills covering medical terminology, office technology, scheduling, and EPIC EMR software to prepare them for frontline administrative jobs in health care.

Grace Institute support services help eliminate barriers to employment through counseling, referrals to outside services, entitlement support, financial coaching, and by loaning out laptop computers. Upon graduation, our alumnae receive one full year of job-placement assistance, retention support during the first year of employment, and lifetime access to free continuing education.

Who We Serve

Grace Institute stands out among NYC workforce training programs by centering underserved low-income women, women of color, immigrants, and older women. Women of color comprise 85% of our participants, all of whom live below the poverty line earning \$6,000 or less before enrollment. We serve women in all five boroughs, ages 18 to 64, and offer the only NYC workforce programs supporting women over age 50. Many of our participants face significant additional challenges to securing living-wage employment:

- 30% live in shelters or public housing, which became COVID epicenters;
- 40% contend with housing insecurity, such as temporary housing, eviction, or homelessness;
- 40% are single mothers struggling with childcare;
- 37% have been unemployed for more than one year or for many years; and
- 30% are in or have been in domestic violence situations—the pandemic caused a significant increase in domestic violence as women were forced to quarantine with their abuser and shelters became unsafe.

Structural inequalities and personal crises like these have always kept low-income women out of living-wage jobs. The pandemic made our participants and their families even more vulnerable to unsafe working conditions, joblessness, and food insecurity. Older and lower-income women are also more likely to face gaps in digital literacy and be digitally disconnected making it nearly impossible to apply for jobs or work from home. This is why Grace Institute was founded 125 years ago.

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From the Board Chair

This year marks an important milestone for us. Grace Institute has been part of the fabric of New York City for 125 years! As its Board Chair, I have seen how we have adapted to a changing world by offering women the most up-to-date professional training and the opportunity to obtain career-ladder jobs. I am personally dedicated to Grace Institute's mission, and I am excited to share with you a little more about our history.



Grace Institute was founded in 1897 by my great-grandfather, **William R. Grace**, an Irish immigrant and shipping magnate who was twice voted mayor of New York, along with his brother **Michael** and philanthropist **Grace Hoadley Dodge**, the first woman appointed a member of the New York Board of Education. Their goal was to create a tuition-free program to educate and support low-income women. Back then, as today, it welcomed women of diverse races, ages, creeds, and backgrounds. The organization has survived world wars, depressions, recessions, and pandemics. And, as our society and workforce change, so has our training. We have rapidly evolved to fit the ever-changing landscape of employment over the years, training over 100,000 women.

Today, we offer two professional training and job placement tracks to underserved, low-income women: our **Administrative Professional (AP)** and **Patient Service Representative (PSR)** programs. These 10-week programs train women in the latest office technology and important soft skills to succeed in the workplace. They result in life-changing outcomes for more than 200 women each year and boast consistently high graduation rates (80%), high job-placement rates within one year (75%), and high job-retention rates (65%) beyond year one—20% higher than comparable programs.

Grace Institute graduate annual salaries start at \$32,000 compared to an average personal income of \$6,000 prior to the program, representing \$3.12 million in higher first-year earnings.

New for 2022, we are transitioning to a hybrid training model, combining hard technical skills taught online with soft interpersonal and presentation skills learned in-person. This innovative hybrid

approach comes with our renewed commitment to a world where women are empowered to define the course of their lives and manifest their economic self-sufficiency.

Grace Institute graduates go on to work at a host of different companies and industries. Women like our stellar alumnae, **Katie** and **Megan** profiled on pages 7 and 8, come to us with a willingness to learn, and they graduate with renewed hope and a commitment to excellence. Their personal achievements have a large-scale ripple effect: one job with a career ladder can transform the lives of many. Our graduates' success strengthens their families and neighborhoods, benefitting the whole of New York City.

I hope that you will join me in supporting Grace Institute as we celebrate our 125th anniversary by making a gift to support the 200 women we will train this year, by joining us in October 2022 at our Breakfast with Grace, or by hiring our graduates. Your support will help us empower women in the workforce for generations to come.

Warmly,

A handwritten signature in cursive script that reads "Patricia C. Montgomerie".

Patricia Montgomerie



Program Updates

Since our founding, Grace Institute has worked to address the needs of unemployed and underemployed women, squared against industry trends and current labor demands. After 125 years of success, we know the importance of updating our training curriculum, alumnae support strategies, and corporate hiring relationships—all based on the realities of today's job market.

The global impact of COVID and the recession resulted in some permanent changes to the job market as most office positions went remote, companies downsized their physical workspace to save money, and mass lay-offs eliminated positions or restructured them based on business changes. Conversely, some nascent industries grew, like healthcare support, e-commerce, and tech companies that help people to work and learn from home. The ability of workforce training programs to place women in jobs is only as good as their training, which must adequately reflect employer needs. Consequently, Grace Institute periodically rethinks our curriculum and job placement targets, making adjustments along the way as the economy shifts and changes.

In 2021, we added additional **Office Technology** lessons to our remote program to help prepare graduates for the tech-savvy positions of the post-COVID economy. Newly added Office Technology topics include foundations of customer service, foundations of

digital administration, online interviewing skills, multitasking across digital platforms, and additional CRM management. We continuously update our curriculum at the end of each cycle to ensure that it reflects the cutting-edge job skills currently sought by employers.

In addition to remote class instruction, case management, and job placement support, Grace Institute provided laptops to participants who needed computers to access our remote classes and virtual support services. Under our **Laptop Lending** program, Grace Institute loaned out 36 laptops while our IT provider assisted participants with wireless and IT support. In addition to hybrid learning, we will continue with our updated 2022 administrative and healthcare curricula placing increasing emphasis and learning hours on folding the latest technological skills into all aspects of both hard and soft skill-based administration.

Throughout 2021, **Corporate Hiring Partnerships** created a vital source of high-level professional contacts, hiring pipelines, industry wisdom, and volunteer coaches for Grace Institute alumnae. We are exceedingly grateful for our hiring relationships with **Beacon Hill Staffing Group, Citigroup, Kate Spade New York, Memorial Sloan Kettering, Montefiore Mosholu Community Center, Weill Cornell Medicine, and Wells Fargo**, who also serve as Grace Institute donor supporters and provide guest speakers. Invited presenters from our hiring partners





share their expertise on topics ranging from overcoming imposter syndrome to building careers in finance and strategies for landing the “dream job.”



This year, Memorial Sloan Kettering hired six Grace Institute graduates on the Patient Services Representative track and Citigroup hired four graduates from the Administrative Professionals track. Both organizations are active with our **Talent Services** team in support of **Job Fairs**, **Employer Spotlight Job Clubs**, and **Career Fairs** where executives and seasoned administrative staff representing these and other companies interview our graduates for open positions.

Our two-week program extension, **Leadership and Management (L&M)**, continued to provide foundational best practices to a selected cohort composed of our most advanced graduates. Modules in negotiation, digital project management, virtual situational interviewing, multi-level decision making, and prioritization of digital communication remain core components of the L&M curriculum.

For our graduates, these programs and services are supported by a series of monthly **Alumnae Upskilling** workshops. In 2021, we held 15 Upskilling sessions on career coaching, industry networking, interviewing techniques, conversing with confidence, mastering

LinkedIn, and many other topics helpful to women entering or reentering the administrative workforce. We also held a special month-long **Summer Alumnae Skills Series** in August 2021 that covered executive project management, digital prioritization, communications and technical skill-building for healthcare professionals, data automation in Excel, executive-level administrative customer service, and insights into taking careers to the next level.

In June 2021, we launched a new year-long **Mentorship Program** that pairs interested alumnae with top women executives for monthly one-to-one meetings for career guidance and maximizing every opportunity for success. Our distinguished roster of volunteer mentors included executives from **J.Crew**, **Latham & Watkins**, **L’Oréal**, **Spectrum**, **S&P Global Ratings**, **Tuesday’s Children**, and **Weill Cornell Medicine**. The pairs discussed job-search challenges, professional goals, and career aspirations.

“Working with [my mentee] has been amazing this last year. The best part of this experience has been watching [her] grow into her role. She genuinely listened and followed my advice. As a result, she was not only offered a permanent role, but she also successfully negotiated a higher starting salary all before her one-year contract was up. I’m very proud of all of her hard work and that she was rewarded with a full-time position so quickly. We plan to continue our relationship even when the program ends.”

— MELISSA KENNIS, ACCOUNT MANAGER, S&P GLOBAL RATINGS

These 12-month mentorships running from June 2021 through May 2022 have helped Grace Institute graduates gain exposure to professional women, industry networks, and offer a private forum for informal professional conversations to help navigate office environments and guide career paths in a safe space.



Emerging from COVID Stronger

Mass closures, hiring freezes, and corporate restructuring required Grace Institute to immediately adapt and restructure its programs, operations, and alumnae services. By June 2020, nearly one million New Yorkers had lost their jobs. The unemployment rate peaked at 20 percent as the city experienced its worst financial crisis since the Great Depression.

Across the country, women have lost 5.4 million jobs since the pandemic began. Some of their jobs vanished while some women resigned due to the burden of caretaking and health concerns. Included in this larger number is 2.1 million women who left the labor force entirely, meaning they are no longer looking for employment nor counted in unemployment statistics. New York City's unemployment rate, in particular, has lagged far behind the nation's at 9.4 percent through December 2021—more than double the national average.

These job-loss trends exemplify an economic chasm: easily accessible minimum-wage jobs women are leaving—unable to survive making \$15 per hour without any benefits, contrasted with professional office jobs paying a living wage but requiring previous experience or a college degree.

That is why Grace Institute exists. We help women gain office technology skills, adapt to remote work, and gain living-wage jobs with benefits and a solid career path. As a 125-year-old NYC institution that has always addressed the needs of underserved and vulnerable women, including those living in poverty, immigrants, and women of color, we were well positioned to meet the needs of those hardest hit by

the COVID pandemic and the pressures of the ensuing economic recession.

Grace Institute's 2020 pandemic response combined short-term pragmatism with long-term strategic planning in the following ways:

- We transitioned into a fully remote workforce training, social work, job placement, and job retention program.
- We provided laptops and wi-fi assistance to women who often lack both.
- We used our connections with hiring partners to update our curriculum continually, fine-tuning instruction for each cohort based on rapidly changing job markets.
- We refocused our placement efforts on emerging public health opportunities, including as contact tracers, 311 operators, and new healthcare administrative positions.
- We also provided upskilling training for past graduates so they could learn these new skills.

In 2021 we built on these investments and re-evaluated the new employment landscape.

Grace Institute is now moving back into the classroom with a hybrid learning schedule blending online programming and in-person days for soft skills. Equipped with our findings, we retooled both AP and PSR curricula. Our **Employment Services** team built new industry relationships with companies that were hiring to create a strong placement pipeline. We re-envisioned the topics and trainings covered by our **Alumna Support** meetings and workshops and, as a result, we further strengthened our suite of alumnae support systems and job retention rates.



Participant Spotlight: Katie

Before Grace Institute, Katie worked multiple temp jobs in hospitality and office services. Not one of those jobs provided her with health insurance, paid time off, or a bridge to stable and permanent employment. At times she worked three to four jobs just to make ends meet. When the COVID pandemic hit, her long list of readily available hospitality and temp jobs vanished, but it also made space for her to attend Grace Institute.

When Katie started the Administrative Professional Program at Grace Institute (GI), she had work experience but lacked connections to the high-caliber employment opportunities she was looking for. Once in the program, she also realized that after a year of unemployment during the pandemic, her computer and interpersonal skills had atrophied. We provided a structured program where she honed her computer skills, including MS Outlook and Excel, and practiced communicating professionally by speaking with her teachers and writing professional emails.

Grace Institute also helped Katie finetune her resume to tell a cohesive narrative. In the program's weekly job interview trainings, she learned how to tell her professional story and clearly communicate her value to employers. According to Katie, "Grace Institute was an antidote to the loneliness of the pandemic. I connected with other participants who were unemployed and related to my worries and frustration with the job search. Hearing their experiences, challenges, and fears provided comfort and validated my

experience. Grace Institute and my peers made the job search tolerable."

After completing the 10-week program, Katie enrolled in Grace's two-week Leadership and Management program, and that's where she met Jodie Relton of **Goldman Sachs**, one of GI's hiring partners. Our Employment Services team connected Jodie with Katie, who sent in her resume, interviewed, got the job, and started working at Goldman Sachs in June 2021.

She also received a mentor through Grace Institute's mentoring program. Katie's mentor was an admin in investment banking for over 20 years who went above and beyond with her mentoring. Katie's mentor has been there for her since her first day on the job.

"At Goldman, Grace Institute grads provide camaraderie for each other. Upon starting, fellow Grace grad coworkers offered support and on-the-job knowledge during the training period. There are three Grace Institute grads on my floor at Goldman, and we have lunch together regularly," Katie recalls, "I would not be employed where I am without Grace Institute!"



Participant Spotlight: Megan



In March 2020, the art studio where Megan had worked for just three weeks shut down due to the pandemic. They brought her back two months later but she was laid off again almost immediately due to the lack of work. Megan tried everything to find another job, including checking for opportunities with past employers and looking into pursuing a tech program certificate. After searching for work over the following year, Megan was still unemployed and felt defeated.

In spring 2021, Megan saw a Grace Institute ad on Facebook. She thought it could be a great opportunity to hone her administrative skills

but also gain some clarity on why she wasn't clicking with any employers along with insight on how to change that. Megan began the 10-week Administrative Professional program in May and found that she loved it. She recalls some challenges like having to adapt to learning via Zoom. But she immediately liked her teachers and found the classes to be eye-opening. Megan had some prior experience on the job using computer programs, but she learned exponentially more at Grace Institute, including how to handle oneself in an administrative position. Her instructors also communicated what employers look for in a cover letter and resume and helped rewrite hers.

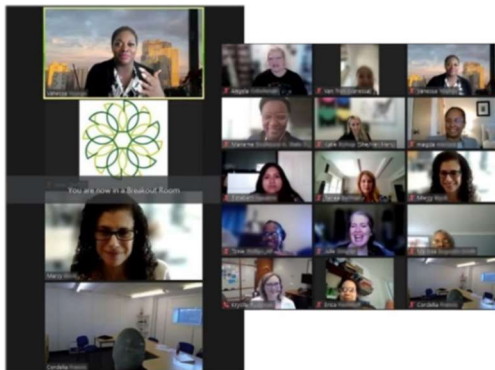
Megan found it refreshing to be in an environment where she could genuinely say that all of her fellow classmates were so supportive of each other since many were in a similar situation of having lost jobs during the pandemic. Megan and the other women in her graduating class were soon helping each other to finish assignments and encouraging each other to stay positive, even while dealing with things in their

personal lives. Even though this was all done online, Megan found it was really wonderful to be surrounded by this kind of camaraderie, genuine encouragement, and positive attitudes.

Grace Institute also provided Megan with one-on-one staff support, particularly from Lisa in the Talent Services Department. Lisa told Megan about a job available with the **Hotel Trades Council** (HTC), which liked her resume. They seemed to be a good match and Megan interviewed for the position. Later that same day, Lisa told Megan they offered her the position! When she accepted the job, Megan says the joy she felt at that moment was indescribable.

After being unemployed for 17 months, Megan was working as an administrative assistant in the legal department of the Hotel Trades Council and learning the ins and outs of their industry. Eventually, Megan will be working closely with HTC executives. Megan found a positive environment at the Hotel Trades Council, and she is now earning the highest salary of her career.

"I don't think I ever would have been able to find a job like this on my own, never mind getting hired," Megan writes, "I want to say how grateful, thankful, and blessed I feel to be in a better place than I was in March of 2020, and I have Grace Institute to thank for that."



2021 Demographics

NYC Borough Residents

Bronx	29%
Brooklyn	30%
Manhattan	20%
Queens	14%
Staten Island	5%
Outside NYC	2%
Total	100%



Highest Education Completed

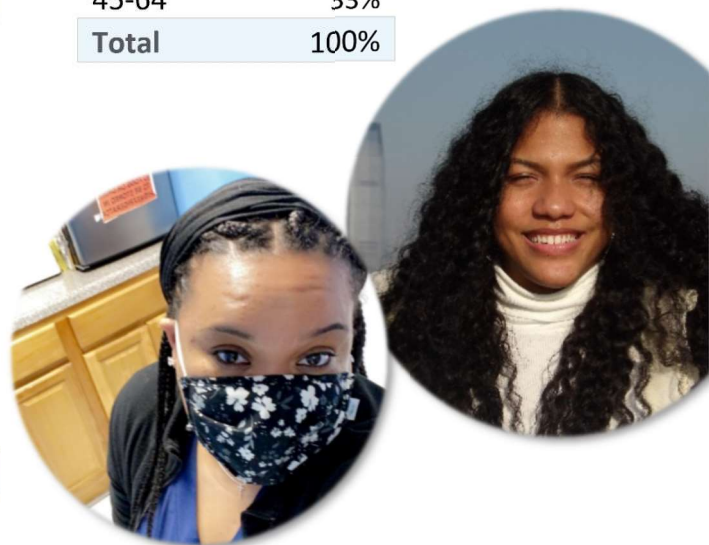
High School Diploma	38%
GED/TASC Equivalency Diploma	24%
Foreign Diploma	3%
Associate's Degree	15%
Bachelor's Degree	20%
Total	100%

Age

18-24	12%
25-44	55%
45-64	33%
Total	100%

Ethnicity

African American	35%
Caribbean	10%
East Asian	2%
Latina	29%
Middle Eastern/Central Asian	3%
Native American/Alaskan Native/Pacific Islander	2%
White/Caucasian	8%
Multiracial	3%
Other	3%
Do not wish to disclose	6%
Total	100%



Housing Insecurity

Temporary Housing	17%
Secure Housing	83%
Total	100%



Technology Access: Laptops Provided

Spring 2021	8
Summer 2021	13
Fall 2021	15
Total	36



Annual Budget

Grace Institute of New York 2021 Statement of Activities

Income

Contributions & Support

Individual donations	227,875
Foundation Support	1,727,000
Corporate grants	151,567

Net Special Events (Benefit) 283,379

Student Fees 4,905

Total Income **\$2,394,726**

Expense

Payroll, Professional Services & Benefits 1,701,807

Rent, Facilities & Equipment 391,140

Program Expense, Travel & Meetings 12,164

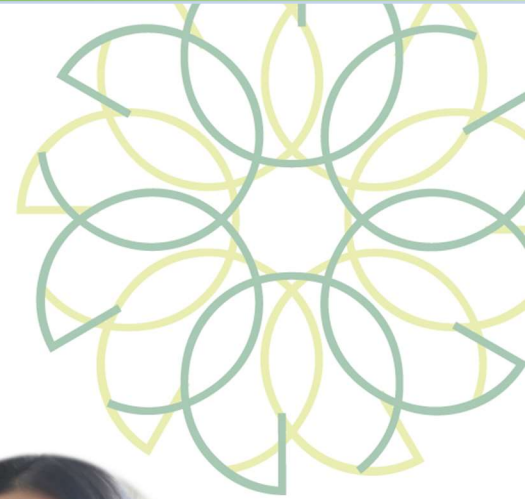
Insurance (Non-Employee) 74,549

Other Expense 31,693

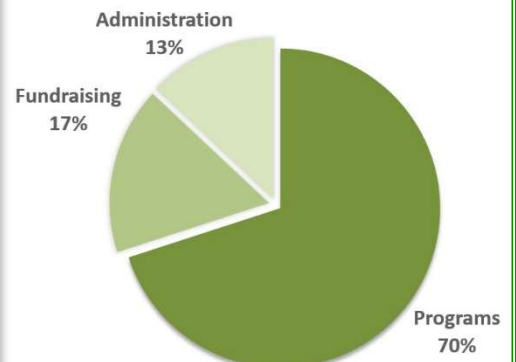
Fundraiser Expense (Non-Direct) 13,124

Total Expense **\$2,224,477**

Net Revenue **\$170,249**



Budget Breakdown



Grace Institute Supporters

We are grateful to all of our 2021 donors! Each contribution helps move women toward employment and financial stability. Thank you for investing in Grace Institute and the women who enroll in our program.

Corporate & Foundation Supporters

\$100,000+

American Securities
Harry and Jeanette Weinberg
Foundation
Kate Spade New York
Foundation
Mother Cabrini Health
Foundation

\$50,000+

The Francine A. LeFrak
Foundation

The Jana Foundation, Inc.
Lawrence Foundation

\$25,000+

The Capital Group Companies
The John J. McDonnell and
Margaret T. O'Brien
Foundation
Sarita Kenedy East Foundation
The Thompson Family
Foundation, Inc.

\$10,000+

AlixPartners
Bank Leumi
Con Edison
HSBC
The Hyde & Watson Foundation
J.Crew
Merrill Lynch
Metropolitan Commercial Bank
Mizuho Foundation
Morgan Stanley
Rauch Foundation

Women's Bond Club

\$5,000+

Bristol Myers Squibb Foundation
Catholic Charities Archdiocese of
New York
Goldman Sachs
Howard Gilman Foundation
LexisNexis
MGF Sourcing

Individual Donors

\$25,000+

Rosemary McAllister
Patricia Montgomerie
R. Ted and Sheila McCarthy
Weschler

\$10,000+

Patrick and Margaret Grace
David and Lorraine
Hendricks
Marjorie Salik
Shruti Thaker Thaker

\$5,000+

Daniel and Candis Ramelli
Mary Rutherford
Liz Hershfield
Charlotte Beyer
Barbara Yastine
Chris Cheesman
Katia and Primavera
Bouazza Salva
Stephen Case
Sarah Kanen

\$1,000+

Wendy Davies
Iva Vukina
Norman Sanyour
Theresa Grace Sears
John Passios
Suzanne Lindquist
Jan Insocho Inscho
Amy Harsch
Joseph Boshart
M. Graeme Campbell

Brendan and Vivienne
Doyle
Egidio A. Farone
George Goldberger
Nandhita Karunanithi
Christina Ramelli
Judy Rice
Linda Zukauckas
Mary Burke
Donald Neault
Laureen Knutsen
Peter Gleason
Sylvia Lanka-Barone
Alexis and Cayre Michas
Vince and Maryann
Pomeranz
Carmela and Charles
Rotolo

\$500+

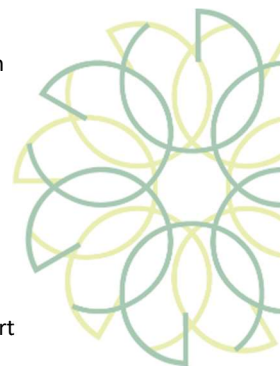
Rachel Travers
Arden Down
Ellen Morton
Network for Good
Leslie Davis
Sharmila Nigam
Maria Rengifo
Ian Arellano
David Ashenfarb
Nick Bellas
Maeve Coburn
Ann Copeland
Lisa Corcoran
Noreen Doyle
Gail Erickson

Jennifer Giacobbe
Erin Gore
Helen Guest
Jen Heller
Marian Hewitt Hewitt
Kelly Jessop
Gautam Jha
Linda Lao
Sarah Lardie
Alarice Lonergan
Monica Macia
Kresimir Marusic
Pedro Mata
Ginger Melien
Michael Nicholson
Alexandra Paladino
Leslie Rich
Winthrop Rutherford
Mary Tidlund
Marla Tomazin
Jim Welch
JS Wynant

\$250+

David Laughlin
Chandranth Billavara
Tracy Bussan
Elizabeth Gaffney
Ian Robertson
Mary Ann Routledge
Michael Sand
Stephanie Shorr
Susan Silvestri
Glen Macdonald

Nina and Arturo
Ramondelli Porzecanski
Joseph Rebovich
Jonathan Ramirez
Jennifer Barnette
Andrea Brown
Tena Bugarin
Kelly Choi
Madeleine Colcord
Linda Dupree
Susan Farnsworth
Diane Ferguson
Rosimar Freire
Beatriz Garcia
Martha Hunnewell
Aimee Jachym
Ante Jakic
Rita Jakubowski
Bret McClean Halverson
Margot Michalski
Elizabeth Mindlin
Elizabeth Munson
Norman Nelson
William O'Brien
Carly Pollock
Julie Rinaldi
Heidi Sandquist
Kaitlin Sasson
Janice Schoos
Mark Shelnitz
Joan Allyson Stuart
Vera Weintraub
Theodore Weisberg



Be a Part of the Journey: Join Us!

The leading workforce training program for women in New York City, Grace Institute helps women achieve employment and economic self-sufficiency by providing job skills training, placement services, and continuous learning opportunities. Built into our programs are social work supports and real-world discussions about race and gender in the workplace, coupled with counseling and third-party services to help participants handle obstacles to employment, such as precarious housing, caregiving responsibilities, and digital disconnectedness. Our participants graduate with the strategies and tools they need to effectively face these issues. There are many ways to join us in our work to empower and move women in their careers and beyond...



Enroll

Women under 65 earning under \$6,000 per year are encouraged to apply to one of Grace Institute's two tuition-free, 10-week training programs:

- **Administrative Professional Program:** Both the hard and soft skills needed for a successful administrative support or customer service career in any industry.
- **Patient Service Representative Program:** Essential skills needed to gain an administrative healthcare position.

After completing our program, graduates find employment in upwardly mobile administrative and customer support positions in the healthcare, banking, insurance, and apparel industries. Grace Institute supplements our curriculum with professional development workshops, educational events, and intimate networking opportunities both during the program and long after graduation. We have an active alumnae network that continues supporting our women throughout their professional journeys.

To learn more, visit graceinstitute.org/enroll/registration.

If you have questions or would like more information, contact our Participant Engagement team at 212.832.7605 ext.1650 or admissions@graceinstitute.org.

Hire a Graduate

Our Employment Services team will help you find the talent your firm is looking for, at no cost. We source and prescreen candidates according to your business needs, arrange interviews, and host virtual job fairs. To begin interviewing qualified Grace Institute candidates, contact **John Marimuthu, Director of Talent Services**, at jmarimuthu@graceinstitute.org.

Support

We could not serve our participants or support our stellar alumnae without the generous support of donors. Grace Institute is a 501(c)(3) nonprofit organization, and contributions are tax-deductible to the fullest extent of the law.

To make a gift, please visit graceinstitute.org or mail to:

Grace Institute
40 Rector Street, 14th Floor
New York, NY 10006

To make a gift over the phone, donate stock, or learn more about making a planned gift to Grace Institute, contact **Ashaki Charles, Chief Development Officer**, at 212.832.7605 ext. 1621 or acharles@graceinstitute.org.



Grace Institute at 125: Milestones

About Our Co-Founders



William Russell Grace (1832-1904) was an Irish American politician and businessman, who was elected New York City's first Irish Catholic mayor and founded Latin America's first multinational company in Peru, W.R. Grace & Company. A two-term mayor who fought Tammany Hall and other centers of corruption, Grace received the Statue of Liberty in 1885 as a gift from France. His philanthropy included providing one quarter of the humanitarian aid shipped to Ireland during the 1879 Irish Famine.

Michael Paul Grace (1842-1920) was an Irish American businessman, whose success working with his brother, William, spanned shipping, silver mining, and developing valuable guano deposits—a key ingredient to the U.S. agricultural boom. Grace Institute was endowed as a memorial to William's and Michael's parents, James and Ellen Grace, of Ireland.



Grace Hoadley Dodge (1856-1914) was an American philanthropist and the first woman appointed to the New York Board of Education. She is best known for having founded the first Working Girls Society (1884), the Young Women's Christian Association (YWCA) of the United States (1885), and Teachers College (New York College for the Training of Teachers), Columbia University (1887).



Timeline of Grace Institute Major Milestones: 125 Years Moving Women

1897

Grace Institute is incorporated by New York State legislature on April 16 as a tuition-free, nonsectarian vocational school to educate and support women in need, especially immigrant women. The Moore mansion at Tenth Avenue and West 60th Street is purchased for \$32,000 to house the new school.



1898

Grace Institute opens its doors in January to an inaugural class of 300 young women, staffed by the Sisters of

Charity of New York. Sister Marie Dolores Van Rensselaer, who had recently opened Seton Hospital, is appointed its first superior. The 1898 curriculum guide lists cookery, millinery, childcare, Red Cross, children's sewing, and dressmaking as course offerings, reflecting the professions and

trades open to women at that time. Daytime classes suited to the needs of mothers include an informal day nursery. Evening classes are scheduled for working women.



1899

Enrollment grows to 500 women. New class offerings include typing, bookkeeping, and stenography to help women secure better-paying office jobs in New York City's rapidly growing industry sectors—a welcome alternative to factory work.





1900 – 1962

An average of 900 students complete Grace Institute programs each year at its Lincoln Center location at West 60th Street. More than 70,000



women receive vocational training. The curriculum further evolves into a professional secretarial training program preparing women for careers in the business world with instruction in stenography and shorthand, typewriting, telephone technique, secretarial procedures, and business law.

1963

Grace Institute moves to a new building on Second Avenue between 64th and 65th Streets, taking up three floors. Along with secretarial skill sets, additional courses are created in response to new career options for women, such as fashion merchandising. Graduating classes grow to an average of 1,000 students following the move.

1972

Grace Outreach—our sister institution—launches with 32 students at two locations in the Bronx



coinciding with Grace Institute’s 75th year of operation. Grace Outreach complements Grace Institute with high school and college preparatory instruction and support services.

1996 – 1999

Grace Institute professionalizes operations. Seasoned instructors with private-sector experience are hired as the Sisters of Charity concludes more than a century of fruitful stewardship. Courses become more demand-driven, attuned to the current needs of the labor market and corporate hiring partners. An

updated curriculum emphasizes administrative- and customer-support serving the legal, healthcare, nonprofit, and hospitality industries.

2015

In order to modernize our program and access wireless capabilities, create a workplace feel, and find a location near all of the subway lines, Grace Institute moves to the 14th floor of 40 Rector Street, in Lower Manhattan’s Financial District. Using the latest technology, its Administrative Professional curriculum covers the full range of computer competencies, including Microsoft Word, Excel, PowerPoint and Outlook; social media; cloud computing and automation; plus typing for speed and accuracy.



2016

A new Patient Service Representative track is launched to help graduates secure career-track, front-end administrative jobs in health care, New York City’s fastest growing sector.

2020 – 2021

Grace Institute moves to a fully remote program in response to the global COVID-19 pandemic. This includes creating a loaner laptop program for participants and adding in Office Technology and remote work lessons to help prepare our graduates for the remote working positions and tech-savvy positions

of the post-COVID economy.





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