

Job Description: Project Manager

(Application Deadline: November 28, 2018)

Social Justice Fund NW is a member-funded foundation that supports the creation of a just society through fundraising, grantmaking, and member involvement. The foundation provides essential resources to organizations in Idaho, Montana, Oregon, Washington, and Wyoming to strengthen grassroots efforts in the broad-based movement for progressive, systemic social change.

Employment Type: Full-Time Staff, Exempt

Salary: \$50,000 - \$55,000 plus full benefits

Location: Seattle, WA

Reports to: Program Director



Position Summary

This is an exciting time to join the Social Justice Fund NW team. Since launching seven years ago, our innovative Giving Project model has helped us grow from about 300 to about 2,000 donors, and in that time we have granted more than \$4 million in over 250 grants to grassroots groups across the Northwest. In 2018, all of our Giving Projects filled up, with waiting lists, and one broke all previous fundraising records. We are on track to grant over \$1 million this year. This Project Manager will help us sustain and build on that momentum.

Working closely with two other Project Managers in Seattle and the rest of the Social Justice Fund NW program team, you will implement Giving Projects (more information at <http://bit.ly/SJFgivingproject>). This includes outreach, networking, and relationship-building to bring new people into Giving Projects; skilled facilitation on topics as varied as race and class analysis, grassroots fundraising, and democratic grantmaking; and one-on-one coaching of Giving Project members in their individual fundraising plans. This dynamic position is a great fit for someone who enjoys doing a variety of different tasks and learning new skills.

We envision our staff as a fully collaborative team in service to our mission. As Project Manager, you will have a direct impact for social change – developing new leaders to resource social justice movements, and moving hundreds of thousands of dollars to some of the most inspiring community organizing in the Northwest.

Qualifications and Qualities

The ideal candidate is an inquisitive, communicative organizer who is able to connect with people both on an individual level and in a group setting, is skilled in facilitation on challenging topics, is not just fearless about asking for money but passionate about the power of grassroots fundraising, and not only has a strong social justice analysis but is able to communicate that analysis to people from a wide variety of backgrounds and experience levels.

Note: For the qualifications listed below, both paid and volunteer experience are considered and valued.

Required:

- Project planning experience - demonstrated ability to create and execute a project
- Community organizing skills with demonstrated experience in communities of color, and other under-represented groups/identities
- Excellent facilitation skills, including working with people from diverse backgrounds, preferably with an anti-oppression focus
- Experience in one-on-one fundraising from individuals (no minimum amount)
- Demonstrated commitment to social justice issues and a strong social justice analysis
- Ability to quickly build strong relationships with members and grantees
- Ability to motivate and engage volunteers and build a strong, functional team
- Strong communication skills
- Fearlessness about asking - for money, time, etc.
- Self-motivated, effective problem-solver
- Willingness to work as a team on a variety of tasks
- Willingness to work frequent evenings and weekends, and travel occasionally
- Computer skills including Microsoft Office, Google Suites and databases (eTapestry a plus)
- Comfort using multiple tools for communication, including phone calls, text messages, one to one conversations, and email

- Sense of humor

Desired but not required:

- Experience with SJF members and/or grantees
- Experience developing & supporting emerging leaders
- Experience working with Black, Native, or Latinx communities
- Curriculum development or evaluation experience
- Public speaking experience
- Fluency in a language other than English
- Expertise in any of the required qualifications, with the ability to train others in those areas

Duties and Responsibilities

Giving Project Coordination (approximately 60%)

- Recruit participants for Giving Projects
- Work with other staff to develop, implement, and lead Giving Projects
- Train, coach, and lead volunteer fundraisers
- Facilitate meetings, trainings and workshops in Giving Projects and other SJF work
- Design and adapt curricula for Giving Projects
- Evaluate and document Giving Project work
- Be accountable for Giving Projects reaching their goals (quantitative and qualitative)
- Represent SJF at events in the community

Grants Management (approximately 15%)

- Identify potential grant applicants and respond to grant inquiries
- Prescreen grant applications and provide timely notification to grantees at each step of the grantmaking process
- Provide feedback to applicants
- Use database to record, track, and analyze grantmaking
- Work with other Program staff to administer grants

Fundraising support (approximately 15%)

- Ensure each Giving Project participant makes a meaningful financial contribution
- Assist Giving Project members in fundraising strategy and implementation
- Participate in Giving Project and general fundraising campaigns—making phone calls and visits to donors as needed
- Contribute to project-specific foundation prospecting and grantwriting

Outreach (approximately 10%)

- Participate in regional grantmaking networks when possible
- Represent SJF at events in the community
- Build connections in the progressive grassroots organizing community in the Northwest

Other tasks as identified by the Program Director, Grantmaking Director, or Executive Director

To Apply

Please email your cover letter and resume to hr@socialjusticefund.org by Nov 28, 2018. In your cover letter, please be sure to explain why you would like to work at Social Justice Fund NW and why in this specific position. You can also direct questions to the same email. All applications will be reviewed after November 28, and we hope to schedule first interviews for early December.

Social Justice Fund NW is an Equal Opportunity Employer. People of color, LGBTQ individuals, and women are strongly encouraged to apply. We actively recruit, and support the retention and advancement of, persons of diverse backgrounds within the organization. We believe that having a board, staff, and membership with diverse identities and backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow and thrive. To that end, we are committed to fostering a workplace culture where all employees are equally included, valued, and supported.