

Donor Organizing Manager



Social Justice Fund 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: \$60,000-\$70,000 DOE plus full benefits, including health and dental insurance (partial coverage for dependents), long term disability & life insurance, vacation, sick leave, retirement plan after one year, and transit pass

Location: currently remote, Seattle or Portland

Reports to: Development Director

Application Deadline: February 15, 2022

Start Date: Flexible

Position Summary

Rooted in social justice principles and practice, the Donor Organizing Manager plays a critical role in building sustainability for our organization and our movements. The Donor Organizing Manager helps to carry out Social Justice Fund's donor organizing, engagement and fundraising efforts. The Donor Organizing Manager works closely with SJF's Development team to organize events, build relationships, and create and implement strategies for engaging different constituencies. SJF works to educate members and supporters to challenge mainstream ways of giving, including disrupting anti-Blackness and white supremacist practices in fundraising and building a commitment from donors to the ecosystem of community organizing.

You'd be joining SJF's Development team which includes the Development Director, Donors Systems Manager, Communications Manager, and Development Contractor(s).

Qualifications and Qualities

Required:

- Fundraising experience (paid or volunteer) in a non-profit setting
- Experience doing facilitation and leading workshops

- Demonstrated analysis of anti-Black racism and other systems of oppression
- Computer skills including Microsoft Office and donor management databases (Raiser's Edge a plus)
- Highly organized with attention to detail
- Excellent phone and written communication skills
- Experience building relationships and connecting to people of diverse backgrounds
- Demonstrated commitment to social justice issues
- Ability to work with a team on a variety of tasks
- Event planning experience
- Project management skills

Helpful but not required:

- Community organizing experience
- Experience with SJF members and [grantees](#)
- Experience creating individualized donor plans
- Experience managing volunteers
- Experience with online fundraising tools, crowdfunding, new online giving platforms/tools
- Knowledge of or strong interest in planned giving and/or family philanthropy
- Experience developing curriculum or leading collective learning spaces
- Proficiency in a language other than English
- Sense of humor

Duties and Responsibilities

1. Donor and Member Engagement (40%)

- Support the development of a sustainable and growing funding base through participating in the development, coordination, and implementation of a diversified fundraising program with special focus on events and workshops.
- Build and coordinate volunteer member cohorts that help carry out SJF's work such as Seattle Donors of Color (SeaDoC) and other affinity based groups.
- Assist in coordinating additional member engagement/cultivation events throughout the year (including managing RSVPs, agendas, materials, food, venue, child care).
- Support other development staff in coordinating major events like our Member Meeting and Annual Celebration.
- Work with program and development staff to develop new, creative donor strategies to engage [Giving Project](#) alumni.

2. Individual Fundraising (30%)

- Develop and cultivate relationships with annual fund donors; set up meetings with donors when possible and make some direct fundraising asks.

- Assist in carrying out special fundraising campaigns like the [Fund 4 the Frontlines](#) campaign.
- Work closely with all other staff to collect and maintain up-to-date information about donors; help improve systems for tracking and managing data about Giving Project members and donors.

3. Foundations and Grant writing (20%)

- Write grant proposals and grant reports as needed
- Maintain relationships with foundation partners
- Participate in philanthropy conferences and cultivate strategic foundation relationships that could lead to new grant opportunities for SJF.

4. Participation in SJF's Internal Functions (10%)

- Regularly attend staff and committee meetings
- Become knowledgeable about and support SJF's Black Liberation commitment

TO APPLY

Please email your cover letter and resume to hr@socialjusticefund.org by **February 15, 2022**. In your cover letter, be sure to explain why you would like to work at Social Justice Fund and what qualifies you for this particular position.

Social Justice Fund is an Equal Opportunity Employer. Black Indigenous People of Color, LGBTQ people, 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.