Development and Financial Administrative Coordinator

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: $55,000-$60,000 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: Finance and Operations Director
Application Deadline: February 15, 2022
Start Date: Flexible

Position Summary

The Development and Financial Administrative Coordinator – a new position at SJF – will work closely with the Operations and Development teams to help carry out management of data and financial systems. As SJF continues to grow, we are receiving more donations than ever before, managing donor-advised funds, and dealing with increasingly complex financial oversight. The work of the Development and Financial Coordinator will increase our capacity to address these issues, help improve our systems, and better streamline our fundraising and administrative processes.

Qualifications and Qualities

Required:
- Data entry experience & attention to detail
- Familiarity with data ethics relating to confidentiality, collection, and management
- Computer and tech skills including experience with Microsoft Office and Google Suite
- Proficiency working in Excel
- Experience working with CRM & donor management databases (Raiser’s Edge a plus)
- Working knowledge of bookkeeping
- Enjoy working as part of a team, as well as independently
● Demonstrated analysis of anti-Black racism and other systems of oppression
● Self-motivated, effective problem-solver
● Ability to troubleshoot when technology fails
● Commitment to social justice issues

Helpful but not required:
● Familiarity with nonprofit legal requirements relating to development
● Experience and familiarity with SJF grantees
● Experience with collective decision-making processes
● Experience with and understanding of organizing and the political landscape in our 5-state region

**Duties and Responsibilities**

1. **Development and database systems coordination (35%)**
   ● Data entry for gifts, donors, organizations, and grantees in Raiser’s Edge database
   ● Pulling and exporting reports/lists for departmental needs using Raiser’s Edge NXT, Google Sheets, and Constant Contact
   ● Donor outreach for pledge reminders, updating payment information, providing receipts, etc.
   ● Assist with occasional events and workshops such as managing guest lists and supporting virtual or in-person needs

2. **Finance and administrative support (35%)**
   ● Receiving and preparing vendor invoices to be dispersed.
   ● Recording and coding income into bookkeeping software.
   ● Assist with month-end, quarter-end, and year-end financial closes
   ● Assist with annual audit

3. **Coordinating Donor Advised Fund (DAF) Administration (20%)**
   ● Tracking donor contributions to SJF DAFs
   ● Doing due diligence and tracking grants made out of SJF DAFs
   ● Tracking income and disbursements from SJF sponsored funds
   ● Helping to upgrade and improve DAF systems

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._