

Finance & Development 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: 1-year, Full-Time Contract

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. (Note: we are actively striving to create a more equitable pay scale for all employees, and to improve our benefits in order to support employees in experiencing wellness and a healthier work/life balance.)

Location: Prefer Seattle-based but open to other locations (currently remote)

Reports to: Finance & Operations Director

Application Deadline: Open until filled

Start Date: Flexible

Position Summary

The Finance and Development Coordinator – a new position at SJF – will work closely with our Operations and Development departments 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 Finance and Development 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 and organizations in Raiser's Edge NXT database
- Pulling and exporting reports/lists for departmental needs using tools such as RE 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
- Support other priority areas identified by Donor Systems Manager and Development Director

2. Finance and administrative support (35%)

- Receiving and preparing vendor invoices to be dispersed
- Recording and coding income into bookkeeping software
- Assisting with month-end, quarter-end, and year-end financial closes
- Assisting with annual audit
- Support other priorities areas identified by Finance and Operations Director

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. 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. We will be doing interviews on a rolling basis.

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.