

Development 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: **\$81,000-86,000** DOE plus full benefits, including health insurance, long term disability & life insurance, vacation, personal days, sick leave, monthly wellness stipend, and retirement plan after one year of employment.

Location: Currently remote, but must hybrid to the Seattle Office

Reports to: Development Director

Application Deadline: **October 16, 2024**

Start Date: **January 6, 2025**

Position Summary

Rooted in social justice principles and practice, the Development Manager plays a critical role in building sustainability for our organization and our movements. The Development Manager helps to carry out Social Justice Fund's donor organizing, engagement and fundraising efforts. The Development Manager works closely with SJF's Development Director to organize events, build relationships, and implement strategies for engaging SJF's diverse donor base. 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 an ecosystem of donor 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:

- 2+ years of fundraising experience (such as direct donor-campaigns, major gift asks, donor cultivation events, etc)

- Demonstrated analysis of anti-Black racism and other systems of oppression
- Demonstrated framework of democratic philanthropy and the importance of donor organizing
- Experience building relationships and connecting to people of diverse backgrounds
- Event planning experience
- Computer skills including Microsoft Office and donor management databases (Bloomerang a plus)
- Highly organized with attention to detail
- Excellent phone and written communication skills
- Demonstrated commitment to social justice issues
- Ability to work with a team on a variety of tasks
- Project management skills
- Experience with online fundraising tools, crowdfunding, new online giving platforms/tools

Helpful but not required:

- Experience doing facilitation and leading workshops
- Community organizing experience
- Experience with SJF members and [grantees](#)
- Experience creating individualized donor plans
- Experience managing volunteers
- Knowledge of or strong interest in planned giving and/or family philanthropy
- Experience developing curriculum or leading collective learning spaces

Duties and Responsibilities

1. Donor and Member Engagement (45%)

- 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 Radical Donors of Color for Collective Liberation (RDCCL), White Donor Organizing (WDO), and other affinity based groups.
- Manage additional member engagement and cultivation events throughout the year (including promotion, venue, vendors, etc).
- Support other development staff in coordinating major events like our Annual Celebration, Member Meeting, etc.
- Work with grantmaking and development staff to develop new, creative donor strategies to engage [Giving Project](#) alums.

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, with support from the Development Director.
- 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.
- Support Development Director and finance team in coordinating our Donor Advised Fund program.

3. Foundations and Grant writing (15%)

- Write grant proposals and grant reports for SJF's funders as needed.
- Support Development Director in maintaining 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 **October 16, 2024** with the subject line, "Development Manager application." 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. Please keep your cover letter and resume to 1 page each, and send them as separate attachments in your email or in one pdf document.

Proposed hiring timeline (subject to change):

- October 16: Deadline for applications
- October 21-November 13:
 - Hiring committee reviews all applications submitted by the deadline (late submissions will not be reviewed)
 - Select candidates are contacted for phone screens and/or first round interviews
 - Hiring committee conducts first round interviews

- Candidates not chosen to move forward are notified
- *Note: The hiring committee will do light work for this hiring process the week of October 21 due to our major event on October 26*
- November 14-20:
 - Finalists are contacted for second round interviews and reference checks are conducted
 - Second round interviews are conducted
 - Hiring committee meets to make decision on top candidate for the position
- November 21: Offer is made to top candidate
- January 6, 2025: Desired start date for the 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.