



EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY **Building Power With Community, Workers & People of Faith**

JOB ANNOUNCEMENT: DEVELOPMENT MANAGER

*Dynamic Opportunity to Join the Movement for Economic Justice,
Racial Justice, and Resistance in the East Bay*

East Bay Alliance for a Sustainable Economy (EBASE) has an 18-year track record of advancing economic, racial and social justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliances among community, faith, and labor to build power and create change with low-income workers and communities of color.

Position Summary

EBASE's Development Manager will lead and coordinate multiple functions in the fundraising department, with a particular focus on foundation grant fundraising to maintain and grow our annual \$1.7 million budget. The Development Manager will lead foundation fundraising, individual and grassroots fundraising, annual event fundraising, and the database. They will work closely with the Executive Director to build relationships and respond to emerging foundation grant opportunities, and collaborate with program staff as well as operations and communications staff to project our work, document our victories, and fundraise our annual budget. The Development Manager may supervise staff, interns and volunteers. This position will be supervised by the Executive Director.

Responsibilities

Manage Fundraising Components (~20%)

Coordinate and support the 4 major work areas of the fundraising team: 1) foundation fundraising 2) individual and grassroots fundraising 3) annual fundraising event, and 4) fundraising infrastructure such as the database.

- Support team in developing and executing EBASE's fundraising goals, strategies, and workplan.
- Support Development Associate in the areas of individual and event fundraising and database development.
- Partner with Executive Director and Management Team in fund development and donor relations.
- Ensure fundraising strategy and tasks are coordinated with communication, operations, finance systems.
- Coordinate with program staff to align funding proposals and plans with organizational priorities.
- Coordinate and provide support to the Executive Director, Development Team, and Board for fund development activities as needed.
- Support staff to develop and maintain database for fundraising and program uses.

Lead EBASE Grant Fundraising (Priority Area of Work – approximately 70%)

Principal responsibility for creating and implementing the foundation grants fundraising plan. Work closely with Executive Director to cultivate relationships with foundation funders.

- Write, package, and submit grant proposals, grant reports and related materials to a high standard of quality and in a timely manner, working closely with program staff. Manage relationships with approximately 30 grant funders and other institutional supporters. Cultivate funder and major donor relationships, including preparing regular program updates.
- Coordinate with finance staff to prepare grant budgets and budget reports.
- Research potential funding sources, implement prospecting and cultivation strategies for new foundation and institutional sources.
- Manage development systems, including tracking foundation deadlines and grant requirements, sending thank you letters and other correspondence, and maintaining files. Coordinate functionality of grants systems with database, financial, and communications systems.

- Support fundraising team in planning, coordination of fundraising plans with program plans, funder briefings, and coordination of foundation strategies with individual donor strategies.

Organizational Development and Culture, and Personal Administration (10%)

- Participates in weekly staff meetings, internal trainings, mandatory all staff meetings and Strategic Planning development and implementation.
- Contributes to fundraising activities including event planning and implementation, grassroots donor outreach and appreciation, etc.
- Supports “all hands on deck” requests from EBASE campaign teams, including mobilization support, phonebanking and other activities.
- Maintains personal organization systems.
- Completes reimbursements, timesheets and lobbying reports.

Qualifications:

Required

- Minimum of 5+ years of foundation fundraising experience, ideally familiar with fundraising for social justice organizations and causes.
- Deep commitment to social, economic, and racial justice movements.
- Excellent written and verbal communication skills, and ability to write in a clear and compelling style.
- Ability to prioritize and lead multiple projects, activities, and actions with competing deadlines and levels of urgency. Can balance short and long-term objectives, details with big picture.
- Adept at building relationships internally with staff and board, as well as externally with donors, funders, and partners.
- Able to provide leadership and help build a strong internal team.
- Self-motivated, accountable to goals and willingness to learn new techniques, ideas, and skills.
- Excellent personal organization, workplanning, and time management skills.
- Ability to work nights and weekends as necessary.

Preferred

- Organizing on workers’ rights and employment issues is highly desirable.
- Political understanding of East Bay cities and region.
- Familiarity with organizing and base-building in a coalition setting.
- Familiarity with CRM (Salesforce or Nation Builder) or other comparable database platform.
- Experience supervising staff, particularly fundraising staff.

Compensation and Benefits

Competitive salary between **\$53-60,000** depending on experience, plus a generous benefits package. EBASE provides an excellent working environment that encourages team work and recognizes high-quality work.

To apply, please email cover letter, resume, and 3 references by **Friday, September 1, 2017** to:

EBASE Search Committee, search@workingeastbay.org. Please send documents in Microsoft Word or Adobe pdf format, with “Development Manager” in the subject line. Applications will be reviewed on a rolling basis, and the position is open until filled.

EBASE is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.