



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

Development Manager

Oakland, California

EXECUTIVE SUMMARY

For more than 20 years, **East Bay Alliance for a Sustainable Economy (EBASE)** has been advancing economic and racial justice by building an inclusive economy in the East Bay based on good jobs and healthy communities. EBASE addresses the root causes of injustice, including white supremacy and corporate control, by developing strategic alliances among residents, workers, and people of faith to build power and win systemic change. EBASE develops leadership and capacity of Black and Brown communities, low wage workers, and tenants through our campaigns. EBASE comprises a team of committed and seasoned staff, and an engaged board committed to a bold vision of economic and racial justice and a transformational approach to organizing that creates strong solidarity among people of color, women, immigrants, and queer folks. EBASE is a founding member of the Partnership for Working Families national network.

In support of its mission, **EBASE seeks an organized and collaborative Development Manager to lead and coordinate EBASE's fundraising projects to grow the organization's mission.** The Development Manager will coordinate EBASE's grassroots fundraising efforts, manage EBASE's foundation fundraising, and collaborate with all staff to engage grassroots individual donors and event sponsors towards cultivating the organizational fundraising culture. The ideal candidate will be committed to economic and racial justice and have experience in foundation fundraising. S/he/they will have strong project management and communications skills. The Development Manager role is shared with East Bay Action, a separate 501(c4).

ORGANIZATIONAL OVERVIEW

At the foundation of all EBASE's work is the belief that all people have dignity, and all EBASE programs, campaigns, and policies are driven by people who are Black, brown, immigrant, indigenous, LGBTQ+, and/or women. The fight for economic justice is also one for racial and gender justice. And vice versa. The pandemic has put a magnifying glass on the great fissures of structural racism and income inequality, while also bringing us together to build back our lives with different priorities. We rise together as East Bay residents who are Black, brown, immigrant, indigenous, and LGBTQ+ people and women. EBASE rises for a just recovery. EBASE rises for better pay and conditions for workers, tenant rights, public health, and re-imagined public safety. When we dream together, organize together, and fight together with directly impacted workers and communities leading the way, we win.

OUR JOBS: essential jobs, low-wage work, and enforcement

EBASE works alongside low-wage and frontline workers to pass policies that advance higher pay and better working conditions. This includes paid sick time to help keep workers, their families, and the public safe, healthy, and housed. When employers break the law and do not provide these basic provisions while raking in billions, it further exacerbates economic inequality. Workers' rights laws are only as good as their enforcement. EBASE partners with cities to ensure workers' rights are upheld. EBASE works to strengthen the voice of workers on the job and at City Hall.

OUR HOMES: housing and tenant rights

Ebase works with tenants to advance rent stabilization and tenant protection policies, while passing community benefit agreements that include building more affordable housing for low-income communities. Housing is a human right, and by ensuring that everyone has an affordable, safe home, we will create healthier, more inclusive communities.

OUR CITIES: equitable development and budget fights

Ebase works to deprioritize rampant corporate development in favor of investment in everyday people. Ebase campaigns focus on passing community benefit agreements on large-scale public development projects that include good jobs, local and fair chance hiring, affordable housing, and community services. Ebase re-imagines public safety shifting away from the over-policing and mass incarceration of Black and brown folks. Ebase works to restore funding to our neglected communities to get at the root causes of crime by ensuring taxpayers' dollars prioritize housing, worker protections, job training programs, youth services, and mental health treatment. This reprioritization will begin to heal structural racism and income inequality.

OUR FAITH: FAME and faith-rooted organizing

Ebase's faith-rooted organizing initiative, the Faith Alliance for a Moral Economy (FAME), works to bring together the very best of our spiritual traditions to infuse our economic justice movement with love, joy, and hope, redeeming both our economy and our religions. Through their work, Ebase is building a beloved community where caring and compassion reign, and where all people have their basic needs met and the fullness of their gifts are honored.

OPPORTUNITIES FOR THE DEVELOPMENT MANAGER

Fundraising Coordination

Working in collaboration with the Executive Director, the Development Manager will support team in developing and executing Ebase's fundraising goals, strategies, and workplan. S/he/they will coordinate Development Team meetings to support planning and implementation of Development strategy, including communicating action items to fundraising team and tracking progress. The Development Manager will support and coordinate foundation fundraising, individual and grassroots fundraising, annual fundraising event, and fundraising infrastructure. S/he/they will support the Development Associate in the areas of individual and event fundraising and database development, ensuring fundraising strategy and tasks are coordinated with communication, operations, finance systems. The Development Manager will work across the organization, including with the Executive Director and Board, to coordinate fundraising activities and collaborate with program staff to ensure funding proposals and plans align with organizational priorities.

Manage Fundraising Components

The Development Manager will hold principal responsibility for managing all grant proposal and report workplans. Working closely with program staff, the Development Manager will lead grant proposals activities, generate grant reports and related materials, and coordinate with finance staff to prepare grant budgets and budget reports. S/He/They will identify potential new sources of revenue for the organization and guide prospective funders through a rigorous cultivation process. The Development Manager will be responsible for maintaining development operations, including tracking foundation deadlines and grant requirements, overseeing correspondence, maintaining grants within Ebase's database, financial, and communications systems. S/He/They will support the fundraising team in planning, ensuring fundraising and foundations strategies are aligned with program plans and individual donor strategies.

Foundation Fundraising

The Development Manager manages EBASE's foundation calendar to ensure deadlines and workplans for grant proposals and reports are met and plays a key role in the processing of grant agreements. S/He/They maintain the Foundation deadline tracker and calendar and coordinate workplans and division of labor for grant proposals and reports with staff and contract grant writer to ensure deadlines are met. The Development Manager will track developments in the foundation landscape, identifying new sources for EBASE. S/He/They will support foundation meetings by generating background material, prepping talking points, etc. for EBASE leadership. The Development Manager will support proposal and report writing activities including submitting funding applications and reports, process grant agreements, and track acknowledgements, payment schedules, and grant periods. S/He/They will assemble materials for events and donor development and fundraising meetings and maintain the department's electronic files of funding application materials, including organizational documents, media hits and campaign publications.

Individual Donor Fundraising and Special Events

Responsible for planning and execution of annual Fundraising Event, the Development Manager will serve as the point person with Event Consultant, ensuring the larger EBASE team is engaged where needed. In their lead role, the Development Manager lead sponsorship outreach, coordinate event marketing and oversee program planning. S/He/They will coordinate grassroots fundraising appeals, including the Sprint grassroots fundraising campaign, by coordinating staff and board individual fundraising pages, coordinating phone-banking sessions, providing calling lists, and updating progress towards goals. Working with Director of Finance & Operations, the Development Manager will track annual individual donor support, and coordinate year-end thank you letters. The Development manager will also work with admin staff on partner organizing and tracking annual sponsorship, ticket sales and income and insuring payments and received and processed.

Organizational Development and Culture and Personal Administration

The Development Manager will participate in weekly staff meetings, internal training, all-staff meetings, and retreats. The Development Manager will support EBASE's "all hands-on deck" culture in which all staff participate during critical moments of work. As a member of staff, s/he/they will maintain personal organization and complete reimbursements, timesheets, and lobbying reports. The Development Manager may supervise staff, interns and volunteers. This position will be supervised by the Associate Director.

QUALIFICATIONS OF THE IDEAL CANDIDATE

The ideal candidate will have experience development, fundraising and/or grant coordination experience at a social justice organization. While no one candidate will embody all the qualifications below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Minimum of 3-5 years of foundation fundraising experience, ideally familiar with fundraising for social justice organizations and causes; familiarity with CRM (Salesforce or Nation Builder) or other comparable database platform desired.
- Exceptional organizational skills and ability to prioritize and coordinate multiple projects, activities, and actions with competing deadlines; ability to balance short and long-term objectives and details with the big picture.
- Excellent written and verbal communication skills, and ability to write in a clear and compelling style.

- Adept at building relationships internally with staff and board, as well as externally with donors, funders, and partners.
- Self-motivated, accountable to goals and willingness to learn new techniques, ideas, and skills.
- Political understanding of East Bay cities and region and/or experience organizing or campaigning on workers' rights, tenant rights or racial justice highly desired.
- Ability to work nights and weekends as necessary.

Work Environment: Currently all EBASE staff are working from home in light of COVID. In the future, this position will be based out of the Downtown Oakland office.

Compensation: The salary range is between \$65,000-\$70,000 (depending on experience), and an annual cost of living adjustment depends on budget. EBASE contributes 3% - 6% of employee salary towards the 401(k)-retirement plan and provides additional benefits valued at roughly \$25,000 per year. It includes fully paid employee health insurance (medical, chiropractic, and acupuncture), generous vacation, sick leave, personal days, holidays, and training and professional development opportunities. EBASE provides an excellent working environment that encourages teamwork and recognizes high-quality work. This position is part of a bargaining unit represented by CWA Local 9415.

TO APPLY

More information about **East Bay Alliance for a Sustainable Economy** may be found at: workingeastbay.org

This search is being led by [Catherine Seneviratne](#) and [Chris Cannon](#) of [NPAG](#). Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's [website](#).

EBASE is an affirmative action employer and strongly supports the social goals of affirmative action. Therefore, we make special efforts to recruit individuals from historically underrepresented groups in professional environments or suffer broader societal discrimination.