



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

JOB ANNOUNCEMENT: DEVELOPMENT DIRECTOR

*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, and racial justice by building an inclusive economy in the East Bay based on good jobs and healthy communities. We address the root causes of injustice by developing strategic alliances among residents, workers and people of faith to build power and create change with low-income workers and people of color. We have an effective and seasoned staff and engaged board that are 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, queer folks, among others.

EBASE is working to grow the Bay Area's economic abundance and create safe, healthy communities that embrace the humanity of all people – honoring our full experience and developing our brilliant minds, compassionate hearts, and divine spirits. Even in these challenging times, we believe that the greatest defense is offense; EBASE has led our communities to not only resist, but also to build local power and advance policies that begin to reclaim our cities, our workplaces and our democracy. We are heartened by our recent victories for good jobs, sanctuary cities and workplaces, and racial justice in Oakland and Concord as we deepen our impact and build a strong movement for justice throughout the East Bay. EBASE is a founding member of the national Partnership for Working Families.

Position Summary

EBASE is seeking a motivated Development Director to develop and execute strategies to maintain and grow our annual \$1.6 million budget. The ideal candidate would bring a strong foundation of development skills and an interest and capacity to support EBASE in continuing to deepen the integration among development work and organizing campaigns. The Development Director will manage EBASE's core fundraising strategies including foundation grants, individual donors, and the annual event. They will work closely with the Executive Director to build relationships and to create and respond to emerging opportunities, and collaborate with program staff to project our work, communicate our victories, and secure resources. The Development Director will supervise the Development Associate and may supervise staff, consultants, interns and volunteers. This position will be supervised by the Executive Director.

Responsibilities

I. Lead EBASE Fund Development (Primary Area of Work) (70%)

Principal responsibility for creating and implementing the organizational fundraising plan for a \$1.6 million budget. Work closely with Executive Director to develop funding strategies and cultivate relationships with donors and funders. Implement fundraising plan, monitor progress and supervise staff.

- LEADERSHIP & SUPERVISION: Lead creation, implementation and monitoring of organizational fundraising plan. Lead Development Team meetings to ensure overall coordination of development program. Supervise development and communications staff.
- GRANTS: Work with Executive Director to develop overall foundation fundraising plan, strategies,



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and landscape analysis. Supervise and support Development Associate and Grant Writer to draft, prepare, and submit grant proposals, reports, budgets and related materials to a high standard of quality and in a timely manner, and to research potential funding sources and implement prospecting and cultivation strategies. Coordinate with Finance Director to prepare grant budgets and budget reports.

- **DONORS & EVENTS:** Lead efforts to increase non-grant income, including cultivating funding from grassroots and major donors and institutional sponsors.
 - Develop and coordinate grassroots fundraising campaigns and oversee special events.
 - Develop targeted major donor strategy to increase giving of current donors and engage new prospects.
 - Motivate staff, board and volunteers to actively participate in fundraising.
 - Cultivate donor and funder relationships, including overseeing regular communication, and establishing and maintaining a portfolio of individual, organizational, and major donors.
- **SYSTEMS:** Oversee development systems, including tracking foundation deadlines and grant requirements and sending donor/funder correspondence and maintaining files. Coordinate functionality of grants systems with database, financial, and communications systems. Support staff to develop and maintain an integrated database for fundraising and program uses.
- **ORGANIZATIONAL COORDINATION:** Lead fundraising team in planning, coordination of fundraising plans with program plans, funder briefings, and coordination of foundation strategies with individual donor strategies. Ensure strong coordination among program staff and development staff to support strong fundraising program.

II. Support EBASE Communications (25%):

Partner with Executive Director, Deputy Director, Campaign Directors, and Communications staff to identify and develop key narratives to project EBASE's vision, victories and strategies.

- Oversee creation of organizational communications goals, workplans and structures.
- Facilitate the alignment of EBASE organizational communications and campaign communications to support an overarching narrative strategy.
- Supervise and support Communications Coordinator staff person to ensure that key areas of communications, including program/campaign communications as well as online communications, function smoothly and effectively.

III. Organizational Development and Culture, and Personal Administration (5%):

- Participate in weekly staff meetings, internal trainings, mandatory all staff meetings and retreats.
- Contribute to fundraising activities including event planning and implementation, grassroots donor outreach and appreciation, etc.
- Support EBASE's "all hands on deck" culture in which both campaign and development staff request active participation from all staff during critical moments of work. This may include attending community mobilizations, participating in voter outreach, making grassroots fundraising asks or other activities. Approximately 1-2 activities/month.
- Maintain personal organization systems. Complete reimbursements, timesheets & lobbying reports.

Qualifications:

Required



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- Minimum of 4+ 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 & verbal communication skills, and ability to write in a clear and compelling style.
- Interest in an integrated fundraising approach and capacity to work with programmatic staff to develop grant proposals and build excitement among staff for grassroots fundraising campaigns.
- 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

- Experience with workers' rights, employment issues and racial justice is highly desirable.
- Familiarity with organizing, coalition building, base-building, faith-rooted organizing and civic engagement strategies.
- Political understanding of East Bay cities and region.
- Knowledge of & relationships with philanthropic institutions & individuals supporting justice work.
- Familiarity with CRM (Salesforce or Nation Builder) or other comparable database platform.
- Experience supervising staff, particularly fundraising staff.

Compensation and Benefits

Competitive salary between **\$65,000-\$75,000** depending on experience, plus a generous benefits package. EBASE provides an excellent working environment that encourages team work, recognizes high-quality work and supports long-term staff leadership development and retention.

To apply, please email cover letter, resume, fundraising writing sample and 3 references by **Friday, April 6, 2018** to: EBASE Search Committee, search@workingeastbay.org. Please send documents in Microsoft Word or Adobe pdf format, with "Development Director" 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.