

Job Title: Director of Development

Agreements: \$32.30 per hour / 40 hours per week / W2 / \$67,000/yr

Start date: September 2022

End date: ongoing

Position Overview:

The Development Director is responsible for the oversight of the Racial Justice Coalition's fund development and sustainability. They will develop and implement a strategic plan to raise vital funds, and cultivate relationships with individuals, small businesses, and corporate donors. Their duties will include the creation and management of fundraising campaigns, planning and execution of fundraising events, interacting with donors to encourage ongoing contributions, and seeking out new opportunities for financial support. The Development Director will work closely with the Development Team to establish funding relationships and secure resources that support the RJC mission and long-term strategic goals. The ideal candidate will have demonstrated fundraising and fund development experience, as well as a commitment to racial justice and equity work.

Responsibilities:

- Develop a funding plan annually to maintain the fiscal health of the organization and provide future financial resources for growth and expansion.
- Collaborate with the Development Team and Core Team to create an annual budget and strategic plan.
- Act as the primary point of contact for funding, donations and fundraising event inquiries.
- Collect, organize and maintain complete and accurate database records of donors and funding received. Establish tracking tools and monitor monthly.
- Design and produce fundraising campaigns, as well as marketing, promotional and outreach materials. Collaborate with the Communications Team as needed for digital messaging to nurture engagement and share impact.
- Work collaboratively with Fundraising and Event volunteers to offer management, production and oversight of internal fundraising events, including developing and managing production timeline, budget, securing in-kind donations and sponsorships, and evaluation.
- Track expenses and ensure the organization operates efficiently and within budget.
- Work collaboratively with RJC team members as needed to secure resources for ongoing and new initiatives.

Core Team Agreements

- Uphold the [mission and beliefs](#) of the RJC in your work and communications
- Actively engage with the team and initiatives. RJC can only thrive when we bring our different lived experiences, perspectives and neurodiversity to the discussions.
- Attend team meetings
- Attend events hosted by the RJC and other community organizations (when you are able and when it is appropriate)
- Act as RJC liaison for select organizations where there is a pre-existing relationship or shared interest area
- Follow the protocols described in the Team Handbook (or collaborate to improve them when they don't meet your needs)
- Manage administrative tasks (i.e., email, Signal messages, Asana tasks, track hours and activities via Clockify, etc.)
- Establish and implement a healing justice plan for yourself.