



ENGAGEMENT DIRECTOR POSITION ANNOUNCEMENT

The Bay Area Justice Funders Network is seeking a Full-Time Engagement Director.

About the Organization:

The Bay Area Justice Funders Network (BAJFN) is an alliance of funders working to help advance a justice agenda and strengthen grantmaking for social justice movements in the Bay Area and beyond. BAJFN seeks to build relationships among foundations and facilitate authentic partnerships with community-based justice organizations in order to help advance coordinated transformational strategies, solutions, and visions for the region. More information is available at:

<http://www.justicefunders.org>

BAJFN is a project of Common Counsel Foundation. The Common Counsel Foundation advances equity and environmental health through a combination of direct grant making and strategic philanthropic advising for client member funds and manages projects focused on organizational development, leadership sustainability and donor education. More information is available at:

<http://www.commoncounsel.org>

The network is 7 years old, and has 2.5 FTE. The network is guided by a five-person steering committee comprised of aligned network members. The network is grounded in movement through its advisory committee. BAJFN currently shares an office with four other allied philanthropic organizations.

About the Position:

This is a new position for BAJFN, and reflects the network's clarity in supporting communities of practice for transformation, as well as growth beyond the Bay Area. As such, the Engagement Director will be focused on engaging donors, staff of foundations, philanthropic advisors, consultants, peer philanthropic affinity groups and leaders of front-line organizations working to build power in marginalized communities – to actualize this mission. Elements of this position have been held in a more contained fashion by a half-time staff person focused on membership and communications, as well as by the Network Director.

As the network expands its work beyond the Bay Area, this position will lead the strategy and implementation of: (1) Resource Development & Relationship Stewardship; (2) Communication of values; and (3) Engagement of stakeholders through programming. The Engagement Director will report to the Network Director.



Job Responsibilities:

- **Resource Development & Relationship Stewardship**– This position will be responsible for developing the strategy and coordinating the resources the Network needs to facilitate philanthropic transformation. As such, this position will interface with a variety of institutional philanthropic organizations, and individual donors for network membership recruitment & retention, outreaching to potential program participants and consulting clients, as well as stewarding general operating and project grants. This position will also engage in on-going relationship building between the Network and the broader field.
 - Membership Recruitment & Retention
 - Event and Program Outreach
 - Client cultivation and on-boarding for consulting engagements
 - Proposal Development and Reporting on General Operating and Project Grants

- **Values Ambassador Through Communications**- As the Network aspires to be the “political home” for justice funders, this position will lead engagement around BAJFN’s values in philanthropy through implementing a communications strategy to promote justice funder values, thought leadership & effective philanthropic practice. This position must be adept at both authoring communications, as well as identifying, managing and engaging our members, program participants, allied networks, and potential clients through several channels:
 - Communicate to our network and within the field
 - Curate relevant social justice philanthropy news, reports, events, jobs and member happenings for bi-monthly e-newsletters to the network.
 - Draft collective statements for the network and its members
 - Manage regular updates to the organization’s Website and Social Media
 - Update website content monthly.
 - Update BAJFN social media accounts regularly with relevant, shareable content appropriate for each medium.
 - Present at Philanthropy Conferences & Events
 - Story Creator
 - Related to BAJFN’s Framework for Social Justice Philanthropy and leadership development program, develop story-based campaigns to relay learning and application.

- **Engagement Opportunities Through Programs** – Create and implement opportunities for the network to engage in learning from the transformational practices of their funder peers or from movement partners.
 - 4-6 in-person and 2-3 web-based events annually
 - Strategic attendance at movement events with network members

Job Qualifications:

- Track record of successful resource development and relationship management
- Experience leading narrative campaigns
- Strong writing and editing skills
- Experience with social media and management of organizational persona (Twitter, Linked-In, You Tube)



- Familiarity with WYSIWYG HTML editing and database management
- Willingness to seek to understand and reflect in the communications nuances in social justice philanthropy and movement building work
- Able to manage expectations of various stakeholders
- Pro-active communicator with strong relationship building skills
- Strong event planning and implementation experience

Salary & Benefits:

The Salary range for this position is \$72,000-\$80,000. Benefits include: health, dental, vision, retirement, and generous vacation time.

To Apply:

Please submit a cover letter that outlines your relevant experiences and send with resume to: justicefunders@gmail.com by Oct. 13, 2017. Please include "Engagement Director" in the subject line. Due to limited capacity, please no calls.

The Common Counsel Foundation is an equal opportunity employer, and strongly encourages women, people of color including bilingual and bicultural individuals, as well as members of the Native American, Lesbian, Gay, Bisexual, and Transgender communities, to apply. We do not discriminate in employment against persons based on age, color, race, religion, ability, gender, gender identity, familial status, sexual orientation, national origin, veteran status, marital status, or medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC).