

JUSTICE FUNDERS SEEKS AN OPERATIONS & ADMINISTRATIVE COORDINATOR

About the Organization:

Justice Funders is a partner and guide for philanthropy in reimagining practices that advance a thriving and just world. Justice Funders is the national outgrowth of our local work tested and incubated in the Bay Area Justice Funders Network over the last seven years. Building on successful interventions to reimagine philanthropic practices, Justice Funders' work will encompass the Bay Area Justice Funders Network as well as leadership development, consulting and a lab for experimental philanthropy. Responding to the needs of both movements and the philanthropic sector, Bay Area Justice Funders Network has undergone an organizational evolution to expand our programs to support individual, organizational, and field-wide transformation in philanthropy. We are guided by the [Just Transition principles](#) that build political and economic power to shift from an extractive economy to a regenerative economy. More information is available at: <http://www.justicefunders.org>

About the Position:

The Operations & Administrative Coordinator position is new for the organization and reflects an expansion of the organization's work. The role of this position is to coordinate specific organizational operations through administrative, communications and event support. The nature of this position will demand a high level of organization and attention to detail. This position will report to the Engagement Director.

Job Responsibilities:

OPERATIONS

- Serve as the primary liaison between Justice Funders and our fiscal sponsor, Movement Strategy Center.
- Track, process and ensure proper follow up on various income streams including membership dues, program fees, consulting fees, donations and grants.
- Submit check requests and invoices; confirm receipt of payment.
- Record staff and Steering Committee meeting notes and action items.
- Respond to requests for Justice Funders materials, e.g. mailing hard copies of publications.

SYSTEMS ADMINISTRATION

- Serve as a power user for Salesforce CRM including data entry, database maintenance, back-end customization and staff trainings.
- Serve as a power user for Asana Project Management System including creating and maintaining projects, tasks and conversations; learning new functions and staff trainings.
- Serve as a primary user for ActionNetwork online platform by loading and updating content for mass emails, donation pages and event registration pages.
- Serve as a primary user of Zoom video conferencing platform by setting up meetings and maintaining shared calendar.
- Serve as primary contact for technical support for above platforms.
- Maintain Justice Funders website (on Wordpress).
- Maintain organizational google calendar.

PROGRAM ADMINISTRATION

- Provide administrative support for program recruitment including responding to inquiries, tracking recruitment efforts and scheduling calls.
- Update and administer surveys in SurveyMonkey.
- Support program evaluation efforts, including analyzing and summarizing survey data.
- Drafting, editing and/or finalizing documents such as consulting proposals, meeting documentation, and curricula.
- Provide planning, logistical and day-of support for events, trainings and program retreats (once/month).

COMMUNICATIONS

- Provide writing and editing support for external communications including website, e-news, blog posts and publications.
- Support the creation of bi-weekly e-newsletters.
- Support content creation and sharing on social media platforms including twitter and LinkedIn.
- Support the development of printed communications including liaising with graphic designers and printers.

OTHER DUTIES

- Participate in Justice Funders staff meetings.

Salary & Benefits:

The Operations & Administrative Coordinator is 1 FTE, non-exempt position. Annual gross wage is \$50,000 - \$60,000. Benefits include health, dental, vision and retirement; generous vacation time; up to 4 weeks of paid family & medical leave; 100% employer sponsored basic life, short-term and long-term disability insurance coverage; and paid professional development.

Skills, Qualifications & Experience:

- At least 5 years of operations and administrative experience.
- Experience with event planning and implementation.
- Experience using Google docs and the Microsoft Suite of programs including Word, Excel and Powerpoint.
- Experience with online content/constituent/project management platforms such as Wordpress, Salesforce, Asana or Action Network.
- Experience with social media and management of organizational persona (Twitter, Linked-In, You Tube)
- Comfortable with technology and learning how to use and troubleshoot online platforms.
- Comfortable dealing with numbers and doing simple math.
- Strong writing, editing and verbal communications skills.
- High level of organization and attention to detail.
- Methodical and systematic approach to planning and project management.
- Demonstrated commitment to social justice, racial and economic justice.

To Apply:

Please submit a cover letter which outlines your relevant experience and send with resume to: justicefunders@gmail.com by Friday, Oct. 26th. Please put "Operations & Administrative Coordinator" in the subject line. Due to limited capacity, please no calls. Interviews will be scheduled on a rolling basis.

Justice Funders is a fiscally-sponsored project of the Movement Strategy Center (MSC). Justice Funders is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including



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pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, or any other status protected by law. People of Color, working-class people, differently-abled people, and LGBTQ persons are strongly encouraged to apply.