



JUSTICE FUNDERS

Powering Philanthropic Transformation

JUSTICE FUNDERS SEEKS A CONSULTING MANAGER

SUMMARY

FTE: 100%

Location: San Francisco Bay Area

Position reports to: Consulting Director

Application deadline: November 30, 2020

Ideal start date: January 4, 2021

Salary: \$75,000

About Justice Funders:

Justice Funders is a partner and guide for philanthropy in reimagining practices that advance a thriving and just world. We believe that such a world cannot be achieved if institutional philanthropy is constrained by its ingrained practices that uphold the accumulation of wealth and power, while perpetuating systemic social and economic inequality. Responding to the needs of both movements and the philanthropic sector, Justice Funders supports individual, organizational, and field-wide transformation in philanthropy to achieve a just transition. We are guided by the [Just Transition principles](#) that build political and economic power to shift from an extractive economy to a regenerative economy. Justice Funders' work encompasses the Bay Area Justice Funders Network, leadership development programs, consulting, and an innovation & action lab. More information is available at: justicefunders.org.

About the Position:

Justice Funders provides customized consulting services for philanthropic institutions wanting to shift toward regenerative practices and a Just Transition for philanthropy. We provide workshops and trainings based on Justice Funder's frameworks; accompaniment services including coaching, advising, and mentoring; and, process design and facilitation for organizational change efforts to embed and operationalize racial and social justice values into all aspects of an organization's work. We seek a Consulting Manager to support this growing and dynamic area of our work.

The Consulting Manager will be responsible for supporting consulting client engagements led by the Consulting Director or Senior Program Director. Such support includes project management and administration; research, writing and analysis; facilitation support; and, business development support. This person will be joining a staff

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p (510) 545-3638 **e** justicefunders@gmail.com **w** justicefunders.org
t @justicefunders **a** 436 14th Street, Suite 700; Oakland, CA 94612



of 11 team members who, through leadership or co-leadership of their respective areas of work and cross-team collaboration, are moving our mission forward, including: (1) Facilitating equitable grantmaking practices; (2) Supporting philanthropic leaders to become conscious practitioners for a [Just Transition in Philanthropy](#); (3) Supporting individuals and institutions to deepen their alignment and practice towards a Just Transition; and, (4) Amplifying the efforts of regenerative economic movements and allies in philanthropy across the broader field.

We are seeking someone who is intellectually curious and creative; has a strong desire and capacity for diversity in professional challenges; and, has a passion and commitment to helping philanthropic organizations operationalize values and pursue justice. The nature of this position will also demand a high-level of organization and attention to detail. We seek a self-aware individual who is attuned to both their strengths and areas for growth and has a keen sense of when external support may be necessary. As a small team with a tight strategy, we work in very complementary and interconnected ways. Thus, it will be necessary for this person to excel in their independent management of work, while engaging in exceptional teamwork and proactive communication. It is expected that all team members manage their own administration. Prior experience in consulting is preferred.

The location for this position is preferred to be in or near the San Francisco Bay Area. This position will primarily work remotely, however, we anticipate that this position will involve travel once it becomes safe to do so in the future. The Consulting Manager will report to Justice Funders' Consulting Director and work very closely with the Senior Program Director and other staff on the team.

Job Responsibilities:

PROJECT MANAGEMENT AND ADMINISTRATION (35%)

- Providing day-to-day project management.
- Developing and monitoring project work plans and budgets, including managing and tracking billable hours.
- Managing contracting and invoicing processes.
- Serving as liaison for consulting practice for other Justice Funders staff and subcontractors.

RESEARCH, ANALYSIS AND SYNTHESIS (15%)

- Reviewing and summarizing client background materials.
- Developing data collection tools (e.g. surveys; interview and focus group guides).
- Conducting, analyzing, and synthesizing confidential interviews and post engagement evaluations.
- Analyzing and making meaning of a broad range of quantitative and qualitative data.

FACILITATION SUPPORT (20%)

- Planning and co-facilitating meetings with boards, staff teams and other stakeholders.
- Writing and editing client agendas, meeting notes, reports, presentations, etc.
- Preparing materials and slide decks.

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- Making presentations to clients.
- Building client relations, including email and telephone communication, and in-person meetings.

BUSINESS DEVELOPMENT SUPPORT (10%)

- Researching, identifying prospective clients, and following up on leads.
- Helping teams prepare for, and participating in, sales meetings with prospective clients.
- Drafting proposals, including proposed budgets and workplans.

ORGANIZATION (15%)

- Participate in Justice Funders' staff meetings and retreats.
- Ongoing professional development.
- Representing the organization at conferences and meetings.
- General reading on issues and events in Justice Funders practice and issue areas.

MOVEMENT ACCOUNTABILITY & FIELD BUILDING (5%)

- To facilitate personal accountability and understanding of the impact of choices made by philanthropy, build real and accountable relationships with leaders of frontline organizations.
- Participate in philanthropic field events to amplify grassroots and allied philanthropic efforts that advance equitable practice and facilitate a Just Transition for Philanthropy.
- Work in partnership with aligned funder formations (affinity groups & network) to connect the consulting practice to Justice Funders' other leadership development programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change, if necessary, to reflect the needs and goals of the organization.

Qualifications & Experience:

- A minimum of five years of relevant work experience in the nonprofit and philanthropic sector.
- Experience in strategy, program design and/or capacity building (organizational development) for nonprofits or foundations.
- Experience working with multiracial teams and organizations.
- Relevant consulting experience preferred.
- Some supervisory/leadership experience.
- Strong research and analytical skills.
- Being able to hold the big ideas while focusing on the details.
- Ability to manage and prioritize work in a fast-paced environment.
- Strong organizational skills, strong attention to detail, time management skills, and ability to manage client relationships.
- Strong written and oral communication and presentation skills.
- Ability to work well both as a member of a team and independently.
- Ability to self-initiate and self-organize, working within a remote/decentralized team.



- Desire to further develop ability to lead projects and facilitate groups.
- Strong capacity to be self-reflective and self-aware.
- Commitment to personal and professional growth.
- Intermediate to advanced skills in using Zoom, the Google Suite (docs, sheets, slides, drive), Microsoft Professional Office (Word, Excel, Access, Outlook, PowerPoint), Internet search engines and databases, and SurveyMonkey.

This position will be interfacing with donors and philanthropic staff from a variety of institutions. This position will require an ability to meet people where they are, and the ability to hold a long-term vision, while making incremental steps.

Expected Hours of Work:

Standard days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Daily schedule is flexible within the proximity of this time frame and will be decided in consultation with the Consulting Director.

Travel:

This position will primarily work remotely, however, once it becomes safe to travel again in the future, the Consulting Manager will be expected to travel for client meetings/engagements, conferences, and, if necessary, for other Justice Funders-related purposes.

Position Type & Compensation:

The Consulting Manager is a 100% FTE, hourly, non-exempt position. Gross hourly wage is \$33.65 (Estimate annual gross wage is \$70,000).

Movement Strategy Center (fiscal sponsor)'s 100% FTE benefits package includes:

- 20-days of vacation leave per year;
- 12 standard holidays and two personal days per year;
- 12 sick days per year;
- One-week paid MSC family and medical leave after one year of service; an additional week of paid leave for each additional year of service, up to four weeks;
- Medical, vision, dental for employees and dependents (requires 30-day waiting period and a per paycheck employee contribution);
- 100% employer sponsored basic life, short-term and long-term disability insurance coverage;
- Access to a 403b retirement plan;
- Access to Flexible Spending Account and Commuter Benefits; and,
- Additionally, Justice Funders provides staff members with paid professional development annually.

Application Deadline & Instructions:

To apply: send a cover letter, resume, and 3 references to justicefunders@gmail.com with the subject line: "Consulting Manager." Applications will be reviewed, and interviews conducted on a rolling basis. Deadline to apply is November 30, 2020.



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 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, Disabled people, and LGBTQIA persons are strongly encouraged to apply.

