



# JUSTICE FUNDERS

Powering Philanthropic Transformation

## JUSTICE FUNDERS SEEKS A NETWORK DIRECTOR

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### SUMMARY

**FTE: 100%**

**Location: San Francisco Bay Area**

**Position reports to: Senior Engagement Director**

**Application deadline: May 14, 2021**

**Ideal start date: July 1, 2021**

**Salary: \$85,000**

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### 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 toward a [Just Transition for Philanthropy](#) to redistribute wealth, democratize power, and shift economic control to communities. We are guided by the [Just Transition principles](#) that build political and economic power to shift from an extractive economy to a regenerative economy.

Coinciding with Justice Funders' 10-year anniversary last year, our team embarked on an organizational development journey to further align ourselves with the principles of Just Transition, including self-governance. Reflecting on the accomplishments and lessons of the past decade, taking inventory of our strengths and contributions to the movement, and seeking to cultivate practices that support us all in flourishing, thriving and bringing our whole selves to our work to move Justice Funders' mission forward, we began making changes in our structure and our practices to further embody our values and vision. These changes include: (1) incorporating as a worker self-directed non-profit organization; (2) shifting from having an Executive Director and a Deputy Director to two Co-Directors; (3) incorporating a gradients of agreement framework for

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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



democratic decision-making; (4) creating five working circles—composed of various team members—where we collaboratively manage the organization’s functions and steward its resources; and, (5) adopting an asset-based annual staff engagement plan aimed at nurturing intrinsic motivation in lieu of annual performance reviews that are based on compliance-based management approaches.

Justice Funders' work encompasses the Bay Area Justice Funders Network (BAJFN), leadership development programs, consulting, and an action lab for designing, piloting and scaling innovative collaborations that advance social justice movements. More information about Justice Funders is available at [justicefunders.org](http://justicefunders.org).

## ABOUT THE POSITION

The Network Director is responsible for building and nurturing the *Bay Area Justice Funders Network*, a regional community for learning and action where funders committed to justice learn from and with like-minded funders committed to turning values into practice, take collective action to mobilize philanthropic resources in support of grassroots movements for justice, and gain the knowledge and skills necessary to accelerate a Just Transition for philanthropy. The primary roles of this position are: 1) recruit and retain individual and institutional dues-paying members of the Bay Area Justice Funders Network through 1-on-1 relationship building; 2) create and implement learning opportunities for philanthropy to embrace a Just Transition; and 3) engage and organize philanthropies to be responsive to movement conditions and priorities. The Network Director will interface with a range of external stakeholders including members of the Bay Area Justice Funders Network, program participants and consulting clients, and our larger national network of movement and philanthropic allies. The nature of this position will demand a high level of relational engagement, initiative, superb project management skills, and attention to detail. This position will report to the Senior Engagement Director.

## JOB RESPONSIBILITIES

### MEMBER RECRUITMENT, RETENTION & RELATIONSHIP BUILDING (25%)

Develop and implement a strategy for year-round recruitment, retention, and growth of institutional and individual members of the Bay Area Justice Funders Network (BAJFN). Key aspects of this work include the following:

- Engage in 1-on-1 meetings with BAJFN members to build relationships, inform Network programming, and explore opportunities for collaboration and mutual support
- Identify opportunities for membership participation in Justice Funders’ leadership programs, consulting services, and collective action
- Work with the Senior Engagement Director to develop a strategy for meeting, and preferably exceeding, an annual revenue goal of ~\$350,000 from institutional and



individual membership dues for FY '22 and increase membership revenue by \$100,000 over the next 2-3 years

- Solicit and secure annual membership dues from current BAJFN members
- Identify and cultivate relationships with institutional and individual prospects to secure new membership commitments
- Support members of Justice Funders' Board of Directors in their efforts to identify and cultivate prospective institutional and individual members
- Using Justice Funders' Action Network platform, develop and implement processes for mass communication with BAJFN members
- Research and implement systems and processes for BAJFN members to connect with and communicate with one another
- Strengthen and refine membership strategy as needed, including membership criteria and payment tiers

### **NETWORK PROGRAMMING (30%)**

Develop and implement opportunities for BAJFN members and the larger social justice philanthropy community to learn from and build community with funder peers and movement partners who are supporting a Just Transition to a regenerative economy. Key aspects of this work include the following:

- Develop and implement three-to-four in-person or web-based educational events annually, featuring movement and philanthropic leaders engaged in cutting edge work to accelerate a Just Transition
- Develop and implement one-to-two fee-based, in-person and/or online learning cohorts annually to strengthen philanthropic practice toward a Just Transition
- Develop and implement one-to-two additional in-person and/or web-based events annually focused on building community and connection among BAJFN members
- Solicit and secure event sponsorships from BAJFN members, as appropriate
- Attend events organized by partners and allies to understand the philanthropic and movement landscape and priorities
- Using Justice Funders' Action Network platform, create and disseminate promotional content for events and learning cohorts, including email announcements and registration pages
- Strengthen and refine Network programming strategy as needed

### **ENGAGE AND ORGANIZE PHILANTHROPIES TO BE RESPONSIVE TO MOVEMENT (20%)**

- Build real and accountable relationships with leaders of frontline organizations working for a Just Transition, learn from them and understand their priorities
- Participate in philanthropic field events to amplify grassroots and allied philanthropic efforts that advance equitable practice and facilitate a Just Transition for Philanthropy



- In collaboration with the Senior Engagement Director and Co-Directors of Leadership Programs, facilitate movement priorities-aligned collective action among BAJFN members and alumni of the Harmony and Maestra initiatives

### **ORGANIZATIONAL CULTURE & PROFESSIONAL DEVELOPMENT (15%)**

- Attend Justice Funders' staff meetings and retreats, culture-building sessions, and political education trainings
- Participate in Justice Funders' Appreciative Inquiry-based annual employee engagement process
- With support of the Senior Engagement Director, create a professional development plan to support ongoing skill-building and deepening leadership and wellness practices

### **ADMINISTRATIVE (10%)**

- Maintain digital systems for membership tracking including renewal dates, amounts and membership communications
- Work with the Operations and Administrative Coordinator to manage administrative responsibilities related to membership and Network engagement, including payment processing of membership dues and event sponsorships, invoicing, and reimbursement requests
- Utilize the toolsets in Justice Funders' Action Network platform for membership dues processing, event registration and mass emailing
- Utilize Asana Project Management System to coordinate work within teams and across programs, including creating and maintaining projects, tasks, and conversations

Please note that Justice Funders is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions, but does not proscribe or restrict tasks that may be assigned.

### **QUALIFICATIONS & EXPERIENCE**

- A passion for Justice Funders' mission and vision of a [Just Transition for Philanthropy](#)
- A demonstrated commitment to racial and economic justice and the redistribution of land, wealth, and power into community control. This includes, but is not limited to, experience working within and/or alongside movements for racial and economic justice and working to support self-governance within BIPOC communities.
- Prior experience, preferably in a senior-level role, cultivating relationships for building coalitions, networks, and/or a membership base
- Prior experience, preferably in a senior-level role, planning and producing educational events and webinars on issues of racial and economic justice
- Prior experience, preferably in a senior-level role, with relational organizing and facilitating collective action
- Prior experience with resource development, including setting and meeting revenue goals, preferred



- Natural networker with exceptional interpersonal skills
- Strong verbal and written communications skills
- Outstanding organizational skills with a capacity for attention to detail
- Superb project management and time management skills, with the ability to manage multiple tasks simultaneously
- A self-starter and a team player
- Proficient in Microsoft Office Suite and Google Online Office Tools
- Experience in the use of CRMs (e.g. Salesforce), Project Management Software (e.g. Asana), and online Email/Donation platforms (e.g. Action Network) preferred
- Demonstrated ability to maintain confidentiality
- Demonstrated respect of, and ability to work with a multiracial team of people embodying various gender identities, gender expressions, socioeconomic backgrounds, disabilities, cultures, faiths and belief systems, and sexual orientations.

### 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 their supervisor.

### TRAVEL

This position will primarily work remotely, however, once it becomes safe to travel again in the future, the Network Director will be expected to travel for required meetings, conferences, site-based programming, and, if necessary, for other Justice Funders-related purposes.

### POSITION TYPE & COMPENSATION

The Network Director is a 100% FTE, exempt salaried position. Annual gross salary is \$85,000. Justice Funders' benefit package includes 100% coverage of employee medical, dental, vision; an annual staff engagement plan with \$4,000 in professional development; and generous vacation and wellness days.

### APPLICATION DEADLINE & INSTRUCTIONS

To apply, send a cover letter, resume, brief (one page) writing sample and three references to [admin@justicefunders.org](mailto:admin@justicefunders.org) with the subject line: "Network Director." Applications will be reviewed and interviews conducted on a rolling basis. Deadline to apply is May 14, 2021.

*Justice Funders is a worker-led non-profit organization and an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender identity or expression, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, or any other status protected by law. Black, Indigenous, and other People of Color; working-class people; Disabled people; and, LGBTQIA persons are strongly encouraged to apply.*

