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JOB DESCRIPTION

JANUARY 2020

RESTORE OAKLAND DEVELOPMENT MANAGER

ELLA BAKER CENTER FOR HUMAN RIGHTS

OAKLAND, CA

RESTORE OAKLAND DEVELOPMENT MANAGER JOB DESCRIPTION

ORGANIZATIONAL BACKGROUND

The Ella Baker Center for Human Rights is a nonprofit organization based in Oakland, California working to advance racial and economic justice to ensure dignity and opportunity for low-income people and people of color. In our 24-year history, we have worked on issues including jump-starting the green jobs movement, promoting civic engagement, violence prevention through youth leadership, and transforming juvenile justice systems in California. We are currently working to end mass incarceration and mass criminalization in the United States through Truth and Reinvestment—moving resources away from failed criminal justice policies and into creating opportunities, also known as “books not bars, jobs not jails, healthcare not handcuffs.” In addition, our programmatic efforts are strong and growing, with the organization sponsoring four bills in Sacramento, building on our success in Alameda County, and working with partners across the country to build a movement to end mass incarceration.

POSITION SUMMARY

From 2015-2020, the Restore Oakland capital campaign raised over \$21 million. The campaign is a joint initiative between Ella Baker Center for Human Rights (EBC) and Restaurant Opportunities Centers United (ROC United) to fund Restore Oakland, a community advocacy and training center that empowers Bay Area community members to transform our local economic and justice systems. Restore Oakland leads with grassroots organizing and advocacy to build real power and self-determination for impacted communities, while also providing hands-on job training, cooperative food enterprise incubation, restorative justice mediation, housing rights services, and safe space for community organizing and mobilizing — all in one space.

The Ella Baker Center for Human Rights (EBC) seeks a passionate and dedicated Development Manager to continue the momentum on this visionary project. The Restore Oakland Development Manager will work with development staff at EBC, ROC United, and Restore Oakland, Inc. to maintain and strengthen relationships with donors and funders who contributed more than \$21 million to the capital campaign. In addition to stewarding relationships with existing donors and soliciting post-campaign gifts, the Restore Oakland Development Manager will leverage the visibility of this first-of-its-kind project secure to new streams of revenue for the project.

This is an excellent opportunity for a creative and driven development professional who is passionate about divesting from the prison industrial complex and building new alternatives for community safety. The successful candidate will come to the role with at least three years of fundraising experience in nonprofit and/or social justice spaces, with a track record of executing successful institutional giving and donor engagement programs.

PRIMARY ROLES AND RESPONSIBILITIES

Donor Engagement

- Organize and lead building tours for prospective donors, collaborating with leadership at ROC United, EBC, and Restore Oakland, Inc. to facilitate a successful donor experience.
- Develop and implement recognition plan for major gifts donors.
- Develop and implement an annual cultivation and solicitation calendar (including digital, mail, events, and in-person outreach) to engage donors, keep them informed about exciting programmatic developments at Restore Oakland, and ask for financial support.
- Collaborate with existing groups of volunteer fundraisers to host events and cultivate new volunteer fundraisers to support Restore Oakland.

Grants, Writing, and Prospect Research

- Write and submit grant proposals for Restore Oakland funding opportunities identified by the ROC United, EBC, and Restore Oakland, Inc. teams.
- Conduct ongoing prospect research and cultivation. Provide some support scheduling EBC/ROC United leadership for specific asks.
- Produce communications materials as needed for the donor engagement, including a regular impact report for all Restore Oakland donors.
- Manage post-capital campaign funder relationships, including report writing and submission.
- Supervise consultants on additional writing projects, including a case study of the capital campaign.

Naming Opportunities Program

- Develop strategy for prospect research, cultivation, and successful solicitation for naming opportunities program (i.e., naming or dedicating a space in honor of someone) for major donors and funders.
- Collaborate with prospective donors and/or funders to determine the best fit for name and room designation.
- Track pledges and maintain updated prospect list

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QUALIFICATIONS AND SKILLS

- Proven commitment to racial, economic, and gender justice.
- Three or more years of experience in fundraising, with significant experience in individual donor engagement.
- Three or more years of volunteer management experience, preferably in a fundraising and/or campaign environment.
- History of working collaboratively with stakeholders (board members, volunteers, etc.) and coworkers while exercising individual leadership in meeting core job responsibilities.
- Project management and/or campaign experience, including proven ability to successfully manage multiple time-sensitive projects.
- History of using CRM/database tools to successfully support donor engagement. Salesforce experience strongly preferred.
- Experience with prospect research.
- Familiarity with online fundraising tools and peer to peer fundraising strategies.
- Aptitude for quantitative and qualitative evaluation of fundraising programs.
- Familiarity with criminal justice landscape in California and/or the Bay Area preferred
- Bilingual Spanish and English preferred.

Nothing in this job description restricts Ella Baker Center's right to assign or reassign duties and responsibilities to this job at any time.

REPORTING RELATIONSHIPS

Position reports to the Director of Development at the Ella Baker Center for Human Rights. The Restore Oakland Development Manager has no direct reports at this time.

SALARY AND BENEFITS

Salary range: \$60,000 - \$70,000

EBC offers a generous benefits package that includes health, dental, chiropractor, acupuncture, LTD, life insurance, EAP, vacation and sick time, 401k matching contributions, and an opportunity to qualify for a sabbatical.

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HOW TO APPLY

Please submit application materials to w56mj79b@app.catchthebest.com with “Development Manager” in the subject line. Complete applications must include:

- Resume
- Cover letter including a description of your interest in the position and qualifications
- 1-2 relevant writing samples

Individuals of color, LGBTQ identified individuals, individuals with past involvement in the justice system or who have loved ones currently or formerly in the justice system are strongly encouraged to apply.

Submission URL

<https://ellabakercenter.catchthebest.com/apply/w56mj79b>

Submission email address

w56mj79b@app.catchthebest.com

START DATE: March 2020