

CONTRACTOR JOB OPENING:

Grassroots Fundraising Contractor with Pa'lante Restorative Justice

OVERVIEW

Position: The **Pa'lante Restorative Justice Program** in Holyoke, MA works to build youth power, center student voice, and organize to dismantle the school to prison pipeline in Holyoke and beyond. The Grassroots Fundraising Contractor will support Pa'lante's staff, Board, Youth Leaders & volunteers to set up a grassroots fundraising plan, systems, and structures, and provide capacity building and training to help embed these systems and skills in the organization.

Compensation: \$75-100/hr, rates depending on experience, invoiced monthly. \$15,000 maximum.

Time Commitment: approximately 5 hrs/wk April 2021-December 2021

Open to local or distance candidates.

RESPONSIBILITIES

Grassroots Fundraising

1. Develop and evaluate annual grassroots fundraising plans with an emphasis on diversifying sources of income. (house party support, donor cultivation, selling merchandise, toolkits, etc)
2. Coordinate the Board, staff, and members in the planning and execution of our youth-led major donor campaigns and annual fundraising events.
3. Oversee individual donor cultivation and communications, including developing relationships with new and potential donors. Support Co-Directors in managing donor relationships. Work with members, staff, and Board to identify major donors through diverse networks and methods. (ie. Major donors and Sustainers)
4. Ensure proper tracking and relationship management of individual donors through use and upkeep of donor database and foundation files.
5. Ensure timely acknowledgment of donations from donors.
6. Plan and facilitate biweekly fundraising team meetings with staff and volunteers.

Leadership Development

1. Coordinate the intensive skills development and participation of student leaders and Alumni Fellows in Pa'lante's grassroots fundraising efforts. Ensure young leaders are excited and prepared to meaningfully lead fundraising work.
2. Lead trainings and coordinate the involvement of staff, members, and Board in grassroots fundraising efforts, including encouraging them to make fundraising an essential part of their work.

3. Train Alumni Fellows in learning new fundraising systems and structures so that they are prepared to take over the majority of the role in January 2022.

Other Responsibilities

1. Ensure confidentiality in handling all matters related to personnel, finances, and other program related information/activities
2. Promote organizational goals and values in various external activities
3. Prepare individual quarterly work plans
4. Attend biweekly meetings with Co-Directors
5. Participate in planned individual, staff, and organizational evaluation activities; including criticism/self-criticism
6. Complete monthly invoices

QUALIFICATIONS

- Proven commitment to racial, gender, social, and economic justice
- Familiarity and direct experience with youth of color
- Experience in event planning and donor cultivation
- Excellent verbal and written communication skills
- Demonstrated ability to organize/prioritize work and manage multiple tasks in a collaborative team setting
- Proficiency with Microsoft Office software required
- Knowledge of budgets preferred
- Knowledge of database management, strongly preferred
- Knowledge of a range of grassroots fundraising strategies, strongly preferred
- Strong interpersonal and professional skills required

HOW TO APPLY

Please send resumé, cover letter, and names and telephone numbers of two professional references to: lwoodward@hps.holyoke.ma.us. In the subject please put: Grassroots Fundraising Contractor. Priority deadline for applications is March 9 but we will continue to review applications until the position is filled.