

GENDER / JUSTICE

Now Hiring

Development Coordinator

Reports to: Development Director

Position Status: Exempt, Salaried; (40 hours/week).

Salary: \$58,000-\$65,000/year plus benefits described below.

Remote/hybrid during COVID-19; Office in St. Paul, MN.

To apply: Submit PDF resume and cover letter to hire@genderjustice.us. Application will be considered on a rolling basis, with preference given to applications received by **Sept 11, 2022** – please apply before this date if possible. Include “Development Coordinator” in the subject line.

Organization:

Gender Justice works to advance gender equity through the law. We work to create a world where everyone can thrive no matter their gender, gender identity or expression, or sexual orientation. Central to this work is dismantling the legal, political, and structural barriers to gender equity. We represent clients directly in state and federal court and before administrative agencies in impact litigation cases. In addition to pursuing justice through the legal system, we advocate for policies that expand gender equity and seek to educate and shape public understanding about gender barriers. We take a movement-based approach to our work and are committed to working in partnership with other organizations and groups directly affected by gender inequity. We’re a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

POSITION SUMMARY

Gender Justice is seeking a detail-oriented and driven Development Coordinator to join Gender Justice’s development team. The Development Coordinator will play an integral role helping to plan and implement a fundraising strategy for a rapidly growing multi-million dollar organization. Gender Justice’s development team fundraises for both 501(c)3 and 501(c)4

organizations, including Gender Justice, UnRestrict Minnesota, Gender Justice Action, and UnRestrict Minnesota Action.

The development team's vision is to develop stable, consistent, and flexible sources of funding to facilitate Gender Justice's growth and sustain a larger organization. We currently run a robust grantseeking program and a new, rapidly growing individual donor program. We are looking to launch a sponsorship program in 2023. With Gender Justice's growth trajectory, there are likely to be opportunities for advancement within Gender Justice's development team.

ESSENTIAL FUNCTIONS—*Essential duties and responsibilities may include, but are not limited to, the following:*

Grantseeking:

- Prospect, research, draft and submit grant requests primarily from private and community foundations
- Draft and submit reports for active grants
- Help track deadlines and maintain excellent records

Individual Donor Solicitation and Stewardship:

- Help design and implement a creative and meaningful stewardship program
- Build and foster relationships with a portfolio of major donors
- Assist with writing and sending compelling appeals and stewardship communications to donors and prospects in close coordination with the communications team, including mailings, emails, texts, social media posts, and other innovative techniques

Sponsorships:

- Help develop and launch a new sponsorship program
- Build relationships and solicit gifts from law firms and businesses
- Coordinate fulfillment of sponsorship benefits

Events:

- Plan and execute successful fundraising events and house parties
- Attend events and conferences as a representative of Gender Justice

Database Management and Gift Processing:

- Maintain excellent records, updating donor profiles frequently
- Process gifts timely and accurately and send timely acknowledgement letters
- Quickly and effectively download donor lists and fundraising reports
- Develop expertise in EveryAction CRM and routinely maintain and improve its data quality

Other:

- Contribute actively to developing and implementing an annual fundraising plan; help analyze progress for adjustments and improvements throughout the year.
- Stay up to date on the latest fundraising techniques
- Help engage board members with fundraising strategies

QUALIFICATIONS**Required Experience and Qualifications**

- 1-3 years experience fundraising for a legal, political advocacy, or social justice non-profit organization or an electoral campaign; or other relevant experience.
- A collaborative team player with an open-minded and flexible approach.
- Highly organized with an exceptional attention to detail.
- Driven and self-motivated.
- Strong writing and editing skills and an ability to craft compelling stories.
- Demonstrated time-management skills and an ability to meet deadlines and manage multiple tasks in a fast-paced work environment.
- Self-aware with the ability to ask for and receive assistance when needed.
- A demonstrated understanding of intersectionality and commitment to Gender Justice's mission and values, which include racial, social, and economic justice.
- Sense of humor and a commitment to a diverse, collaborative work environment.
- Experience with a CRM. Experience with EveryAction preferred.

Employees are eligible for employer-subsidized health and dental insurance (\$85 pre-tax employee premium contribution per month), unlimited paid discretionary leave, and 3% employer-match to an IRA. 12-weeks fully paid parental and medical leave for employees working at least 20 hrs/week after six months.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ and trans people, immigrants, and others living in marginalized communities.