

GENDER/ JUSTICE

Now Hiring Development Manager

Reports to: Development Director

Position Status: Exempt, Salaried; (40 hours/week).
Salary: \$70,000/year plus benefits described below.
Office in St. Paul, MN; currently hybrid environment that includes remote and in-office work as determined in alignment with supervisor.

To apply: Submit PDF resume and cover letter to hiring@genderjustice.us.
Applications will be considered on a rolling basis, with preference given to applications received by **June 9th, 2025** – please apply before this date if possible. Include “Development Manager” in the subject line.

Organizations:

Gender Justice and Gender Justice Action (Gender Justice/Action) are nonprofit legal, policy, and political advocacy organizations based in St. Paul, Minnesota, working in Minnesota and North Dakota to advance gender equity through the law. We fight discrimination based on sex, gender, sexual orientation, or gender identity. We represent clients directly in state and federal court and before administrative agencies in impact and strategic litigation cases. In addition to pursuing justice through the legal system, we also advocate for policies that expand gender equity and educate the public about their rights and how to fight gender discrimination. We employ grassroots organizing, coalition building, and strategic communications and narrative strategies to create the movement momentum and cultural conditions for gender equity to flourish. We are also the institutional home of the UnRestrict Minnesota coalition and campaign, which works to protect, expand, and destigmatize access to abortion care - and all reproductive healthcare - in Minnesota through public education, advocacy, and the law. We're a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

POSITION SUMMARY

Gender Justice/Action seek a detail-oriented and driven Development Manager to join our development team. The Development Manager will play an integral role helping to plan and implement a fundraising strategy for a rapidly growing multi-million dollar organization. Gender Justice/Action's development team raises funds for Gender Justice and UnRestrict Minnesota (501(c)3 entities), and Gender Justice Action and UnRestrict Minnesota Action (501(c)4 entities).

The development team's vision is to develop stable, consistent, and flexible sources of funding to facilitate Gender Justice/Action's growth and sustain larger organizations. We currently run a robust grantseeking program and a new, rapidly growing individual donor program. We also raise revenue for the organization through digital campaigns, sponsorships, and several other funding streams.

ESSENTIAL FUNCTIONS—*In collaboration with, and at the direction of, the Director of Development and other organizational leadership, 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
- Implement and expand on existing program evaluation tactics
- Help track deadlines and maintain excellent records

Individual Donor Solicitation and Stewardship:

- Continue to develop Gender Justice/Action's existing creative and meaningful stewardship program
- Build and foster relationships with a portfolio of leadership and major donors
- Carry out prospect development tasks within the Gender Justice/Action donor database to strengthen and grow the individual giving program
- 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:

- Continue to develop Gender Justice's sponsorship program
- Build relationships and solicit gifts from law firms and other businesses
- Coordinate fulfillment of sponsorship benefits

Events:

- Support the execution of Gender Justice/Action's fundraising events schedule, including the annual brunch, house parties, and community events
- Attend events and conferences as a representative of Gender Justice/Action

Database Management and Gift Processing:

- Maintain excellent records, updating donor profiles frequently
- Complete daily, weekly, and monthly gift processing duties for all financial gifts, including mailed-in checks, online donations, and third-party donation platforms
- Ensure timely processing of all acknowledgement letters (hard copy and electronic)
- 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
- Other duties as assigned

QUALIFICATIONS**Required Experience and Qualifications**

While no one person will embody all of the qualifications listed below, the ideal candidate will possess many of the following:

- 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/Action'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 , unlimited paid discretionary leave, and 3% employer-match to a retirement plan. Employees are also eligible for 12-weeks fully paid parental and medical leave for employees working at least 20 hrs/week after six months and 12-weeks fully paid sabbatical leave after five years.

Gender Justice/Action 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/Action is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBQ and trans people, immigrants, and others living in marginalized communities.