



Job Announcement
EXECUTIVE DIRECTOR

**Grassroots Institute for Fundraising Training,
Publisher of the *Grassroots Fundraising Journal*
Oakland, California**

OVERVIEW

The staff and board of directors of the Grassroots Institute for Fundraising Training (GIFT) are conducting a national search for an Executive Director. We seek a resourceful and visionary executive leader in the field of social justice fundraising, who, in partnership with board and staff, will be prepared to carry forward and build on GIFT's 14-year history of innovation, high quality information, training and fundraising leadership. She or he will be skilled in articulating a vision for GIFT that will continue to expand its base among communities of color working for social justice and among those who support and fund this work.

ABOUT GIFT

The Grassroots Institute for Fundraising Training, founded in 1996, is a multiracial organization that promotes the connection between fundraising, social justice and movement-building. We believe that how groups are funded is as important to achieving their goals as how the money is spent, and that building community support is central to long term social change. We provide analysis, training and resources to strengthen organizations, with an emphasis on those focused on social justice and based in communities of color.

Located in Oakland, CA, GIFT's staff of five carries the mission of the organization nationwide. GIFT's work is supported through subscriptions and ad sales to the *Grassroots Fundraising Journal*, sales of our resources, training and program fees, grants, and donations. In order to keep our programs and materials affordable and accessible to grassroots organizations, we raise money to subsidize our costs. 10% of our \$550,000 annual budget comes from individual donors, 40% from foundations and 50% from earned income. To read more about our work, please visit: <http://grassrootsfundraising.org/>

Our Vision for Social Justice Fundraising

- Social justice organizations are owned by the communities they serve.
- Social justice organizations break down stereotypes about who can give and who can't, and ask everyone in their community to become donors.
- People of color committed to social justice values and with an understanding of structural oppression are in leadership positions in fundraising.
- Social justice organizations have self-determination and are accountable to the communities they come from, regardless of their funding sources.
- Fundraising, program and organizing are interconnected and interdependent.
- A culture of sustainability is prioritized within social justice organizations.

GIFT is deeply grounded in social justice values. We see grassroots fundraising as an essential strategy when working against all forms of oppression, and toward justice and liberation of all people. To read more about our vision and framework, please visit: <http://www.grassrootsfundraising.org/article.php/politicalframework>

POSITION SUMMARY

The Executive Director (ED) oversees GIFT's full range of programs and the financial and administrative systems that support them. Additionally, the ED is the lead spokesperson for the organization with funders and donors. The ED also advocates in public realms for policies and funding that support the goals of the GIFT community.

DUTIES & RESPONSIBILITIES

- Work with an active Board of Directors in setting policies and strategic directions to refine and implement the organization's mission.
- Establish, maintain and enforce administrative, personnel and programmatic policies and procedures. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Build, foster and maintain cooperative relationships with social justice groups throughout the United States. Promote GIFT's visibility, represent the organization and its beliefs, and attend key conferences and meetings.
- Recruit, hire, train, evaluate, and provide ongoing supervision and support to all staff members, including assistance in developing work plans. Oversee management of independent contractors. Provide staff development opportunities that enhance skills and motivate performance.
- Co-create an organizational culture that embraces good work, transparency, team-building, shared decision making, laughter, and celebration. Identify skilled social justice activists and fundraisers to join GIFT as trainers, interns, writers for the *Grassroots Fundraising Journal*, and board members.
- Conduct oversight of fiscal management, including overseeing preparation of the budget and audit, providing timely financial information to the board and staff, and ensuring that proper fiscal and accounting practices are in place.
- Provide overall leadership for revenue generation activities. Oversee the development and implementation of annual fundraising, marketing, and earned income plans. Actively seek new revenue sources, including expanding the donor and customer base. Develop and maintain positive relationships with donors, customers and funders. Identify opportunities for board and other volunteer involvement in revenue generation. Monitor grants and contracts, assuring that agreements are properly fulfilled and deadlines met.
- Oversee further development and implementation of GIFT's programs. Provide for quality assurance, monitoring and evaluation of all programs. Root programs in political analysis, relevant theory, research, and experience.
- Maintain a working knowledge of significant developments and trends in the fields of fundraising, philanthropy and social justice movement-building.

DESIRED QUALIFICATIONS:

- Strong belief in the mission and political framework of GIFT, including a personal and/or professional history demonstrating a passion for and commitment to building stronger social justice movements.
- A strong track record of developing productive relationships in regional and national networks and coalitions. Ability to build relationships internally and externally, foster a cooperative environment, and work collaboratively with GIFT constituencies, other organizations and potential allies.
- Substantial experience in maintaining the financial viability of a national community nonprofit with shifting revenue streams.
- Experience in leading group development, a commitment to open and direct communication, organizational change and creating a positive work environment. Commitment to building and mentoring a high-performing staff.
- Familiarity with fundraising trends, and demonstrated understanding of how those trends affect social justice organizations.
- A commitment to, and demonstrated success in, grassroots fundraising from development to implementation.
- Successful, proven experience in planning and organizational development.
- Experience working in a multiracial organization with a strong commitment to supporting communities of color.
- Excellent written and oral communication skills, including experience with public speaking. Bilingual in Spanish is a plus.

SALARY & BENEFITS

Salary offered will be between \$60,000 to \$65,000, depending on the experience of the selected candidate. Includes full benefits and generous paid time off.

APPLICATION PROCESS & DEADLINE

Applicants should send their resumes and cover letters describing their qualifications and their interest in the position to EDSearch@grassrootsfundraising.org. Resumes without cover letters will not be considered. GIFT has retained a search consultant and all inquiries related to the executive director position should be directed to the email address above. **The deadline for application submission is Friday, February 18, 2011.**

People of color are strongly encouraged to apply.

GIFT is an EOE and queer-friendly employer.