

Position Commitment Estimate: 2-3 years, 40 hours per week (full-time)

Potential Start Date: November 2020

Annual Salary: \$51,521.60 plus generous benefits package

Directly Supervised by Co-Director: Currently Maxwell Scales

Grassroots Fundraising Coordinator

The Audre Lorde Project (ALP) is a Lesbian, Gay, Bi, Two Spirit, Trans and Gender Non Conforming (LGBTSTGNC) People of Color (POC) center for community organizing, focusing on the NYC area. Through mobilization, education and capacity-building, we work for community wellness and progressive social & economic justice. Committed to struggling across differences, we seek to responsibly reflect, represent, and serve our various communities.

As a local organizing center and nationally recognized organization in the struggle for racial, social, and economic justice, ALP is hiring for the new position of Grassroots Fundraising Coordinator to cultivate and sustain our donors. With the completion of our 3-year strategic plan in 2019, our membership uplifted a long-term goal of ALP's financial independence. This person will be central to that goal and supporting our next stage of development and grassroots fundraising growth through building a giving culture at ALP, with an eye towards long-term sustainability. This role will work closely with the Co-Directors, Board, staff and members to identify and implement grassroots fundraising goals and raise approximately 30% of ALP's annual operating budget. They must be a dynamic and creative individual that enjoys building relationships with our members/donors and are committed to crafting imaginative grassroots fundraising strategies to redistribute wealth to our movements and communities. They seek to build leadership practices in fundraising that reflect ALP's mission.

What does the Grassroots Fundraising Coordinator Do?

- Managing a diverse fundraising plan that includes:
 - Bi-annual fundraising campaign appeals to our donor base
 - A monthly sustainer program
 - Fundraising events
 - Social media and online giving
- Contributing to ALP's development administrative work including:
 - Acknowledging and thanking donors
 - Gift data entry and database wizardry
 - Monthly donation and accounting reconciliation
- Fielding requests from donors, corporations, and people seeking ALP representatives for paid speaking engagements
- Partnering with the Communications Coordinator with creating fundraising content for social media, our website, and in our annual report

- Increasing ALP community member knowledge of grassroots fundraising through bi-annual workshops and facilitating campaign and event committees

Role Commitments

The Grassroots Fundraising Coordinator commits to:

- Grassroots Fundraising (40%)
 - Focused on ALP's strategic planning goals of sustainability and financial independence, creating and maintaining a \$250,000 fundraising plan with a diversity of income streams.
 - Building strong, authentic relationships with relationships with ALP's members, supporters, staff, and other stakeholders.
- Database Support (15%)
 - Ensuring that all donor and gift data is entered into ALP's database, is correct, and up-to-date.
 - Training and supporting other staff members to fully understand and utilize the database for their work.
- Leadership Development & Facilitation (15%)
 - Growing the fundraising skills of ALP's community members by facilitating workshops and committees.
 - Supporting member-driven fundraising work.
- Programmatic Support (15%)
 - Contributing to ALP's program work by assisting at events and member meetings.
- Development Administration (15%)
 - Maintaining the back-end of our development work: donation receipts, donor files, and compliance requirements.

Qualities We Expect of All ALP Staff

- Advances mission
- Communicates with integrity
- Embodies a culture of respect
- Organized working style
- Transformation of self
- Reliable and shows respect for others time

Qualities We'd Love to See in an Applicant

- 2+ years experience in fundraising and/or resource organizing, particularly from communities of color
- Demonstrated experience with conceptualizing and executing creative and culturally-intentional fundraising strategies
- Familiarity with databases and constituent relationship managers, particular CiviCRM
- Familiarity with design programs, such as InDesign or Canva
- Excellent writing and communication skills

- Experience with coordinating community-led fundraising events and facilitating grassroots fundraising political education workshops
- Aligned politics around philanthropy, capitalism, wealth redistribution, and economic justice
- Strong attention to detail (for example, you found typos in this job description)

What You Don't Need

- A college degree. ALP recognizes that this is a common barrier to keep people of color and people from low-income backgrounds out of positions of power.
- A personal network of rich people. This role is focused on developing the power of **all** people to contribute to ALP's movement work.

Who Should Apply?

The Audre Lorde Project is committed to justice for LGBTSTGNC people, people of color, women and femmes, immigrants, poor and low-income people, people with disabilities, chronic health issues, and mental health concerns, formerly and currently incarcerated people, youth, elders, parents, those living with HIV, and those practicing religion or faith. ALP offers equal opportunity employment to all of these groups and others required by law.

We believe that our people have the tools and lived experiences to fight for their own liberation and must lead the movement for justice. Therefore, we prioritize our work being led by those most affected by our work.

Applicants must be based in NYC.

What Benefits Does This Position Provide?

ALP pays for 100% of premiums for employee health, dental, and vision coverage; flex spending account and additional wellness programs; retirement account; commuter benefits; life insurance; and annual professional development stipend. Generous leave benefits provided, including vacation, wellness and sick days, personal days, holidays, and the first week of July, last week of November, and last two weeks of the year off.

How Do You Apply?

Applications should include a resume, cover letter, and a writing sample (no more than 5 pages). Please send all documents as a single PDF document to hire@alp.org, stating position of interest in the subject line.