

**EBASE****EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY**

Making the Economy Work for Working People

Job Announcement: Development & Administrative Director

The East Bay Alliance for a Sustainable Economy (EBASE) is celebrating 10 years of building power and raising standards for working families. We forge alliances of labor, community, and faith organizations to advance economic and social justice. Over the past decade, we have passed numerous policies and supported important organizing drives which have raised wages and access to healthcare for thousands of East Bay workers.

Position Summary

EBASE seeks a Development & Administrative Director to lead grant and donor fundraising for a \$1 million budget, and oversee financial management and office operations. S/he will lead a team of 2 staff, and work closely with the Executive Director. This is a senior staff position and reports directly to EBASE's Executive Director. *EBASE is willing to consider Development Coordinator applicants who do not meet the full requirements listed below.*

Responsibilities

I. Lead EBASE Fund Development (Priority Area of Work)

Principal responsibility for creating and implementing the organizational fundraising plan. Work closely with Executive Director to cultivate relationships with funders and donors. Implement fundraising plan and supervise development staff.

- Draft, prepare, and submit grant proposals, reports, budgets and related materials to a high standard of quality and in a timely manner.
- Cultivate funder and donor relationships, including preparing regular funder updates.
- Manage development systems, including tracking foundation deadlines and grant requirements.
- Research potential funding sources, implement prospecting and cultivation strategies.
- Lead efforts to increase non-grant income, including cultivating funding from grassroots, major donor and institutional sources, and overseeing EBASE's special events.
- Supervise Development & Communications Specialist in foundation and grassroots fundraising, and Office Manager in the area of special events.

II. Oversee Administration (Desired/Secondary Area of Work)

Responsible for ensuring that organizational operations function efficiently and that the organization maintains financial stability. Work closely with Office Manager and part-time Bookkeeper in the following areas:

- Lead development of budgets, prepare financial projections and prepare finance reports to the Board of Directors. Ensure that effective and efficient cash management, payroll, purchasing and other financial systems are in place.
- Work with staff, contractors and vendors to ensure that all areas of organizational operations (e.g., technology, human resources, office and information management systems) function smoothly and effectively.
- Ensure that the organization is in compliance with legal requirements, nonprofit standard practices/best practices and Board policies regarding operations (e.g., Personnel Policies).

- Supervise Office Manager and consultants in these areas.

Required Experience and Qualifications

- At least 3 years experience with foundation fundraising and a track record of success.
- Superb written and oral communication skills. Excellent editing skills.
- Strong computer skills, particularly MS Word, MS Excel, email, and web.
- Demonstrated commitment to economic and social justice.

Most qualified candidates will also have additional experience

- Knowledge of nonprofit finance (prefer 2 years senior administrative experience).
- Experience supervising and developing staff.
- Experience with special events and/or direct mail fundraising.
- Familiarity with campaign communications, including media, newsletters, and email blasts.

Compensation and Benefits

Salary negotiable based on experience. Excellent benefits package includes employer-paid health insurance, paid time off and employer contribution to pension. Excellent working environment that encourages team work and recognizes high-quality work. Willing to train on secondary job requirements.

Application Deadline: April 30. Position open until filled and starts immediately.

Email cover letter, resume and brief writing sample to: Nikki F. Bas, Executive Director at development[at]workingeastbay.org.

Ebase is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.