

1237 Ralph David Abernathy SW
Atlanta, GA 30310

Office: 404.756.2680
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sistersong.net



SisterSong Job Opportunity: Development Coordinator

Job Description

Type: Full Time
Compensation: 40,000 annually
Benefits: Paid medical, dental and vision. SIMPLE IRA
after one year of employment.
Preferred start date: August 1, 2010

Organization Description

SisterSong was founded in 1997 by 16 local, regional and national grassroots organizations in the United States. The Collective was formed with the shared recognition that as women of color we have the right and responsibility to represent ourselves and our communities. The mission of SisterSong is to amplify and strengthen the collective voices of Indigenous women and women of color to ensure reproductive justice through securing human rights. SisterSong is committed to educate women of color on Reproductive and Sexual Health and Rights, and work towards the access of health services, information and resources that are culturally and linguistically appropriate through the integration of the disciplines of community organizing, Self-Help and human rights education.

We believe in a model of organizing women of color for reproductive justice as a part of an effective movement building strategy. Our base-building approach is centered on mobilizing women of color around their lived experiences. We believe in building a movement by bringing women of color together, encouraging our collective sustainability through mentoring and self-help, providing a framework that resonates with our lived experience, and organizing and mobilizing to affect change.

Position Summary

The Development Coordinator (DC) will employ strategic and program planning skills to coordinate all aspects of SisterSong's Fund Development Plan. The DC will be the primary staff person to plan, organize and oversee all fundraising events and activities; including appeals, events, grant proposals, donor identification and solicitation, and donor relations. The Development Coordinator is responsible for the creation of the annual fundraising goals and objectives.

Primary Duties

- Develops and carries out solicitation plans. Identifies funding trends; develops and cultivates new funding sources.
- Ensures that SisterSong operates in compliance with all national, foundation and government and grant requirements.
- Works closely with national staff to coordinate fundraising efforts when appropriate.
- Recruits and trains volunteers to participate in SisterSong's fundraising programs and activities
- Maintains the fundraising database and monitors the flow of funds, including the acknowledgment and receipt of gifts.
- Monitors and prepares reports of fundraising progress.
- Provides financial progress report to the National Coordinator, Management Circle, Executive Committee, etc. Performs income forecasting.
- Writes grant proposals to solicit funding from private, government, and public foundations.
- Develops and maintains expertise in professional field by reading current literature, and attending seminars, conferences, and meeting when possible.

Qualifications

The ideal candidate will be a seasoned development professional with significant experience in all aspects of development work, including proposal writing, individual donor solicitation, fundraising event planning, and capital campaign management. Candidate must possess excellent oral and written communications skills in English, proven initiative and follow-through, the ability to work quickly and well under pressure in a diverse professional environment, and a commitment to human rights and reproductive justice. Bilingual capability is a plus. Experience facilitating or training in a workshop or similar setting also a plus. Experience with popular education theories and methods is also desired.

Requirements

- Knowledge of and experience working with the reproductive justice framework strongly desired
- Demonstrated commitment to working for racial, gender and environmental justice, sexual and reproductive rights, as well as the rights of people with disabilities, youth, and elders
- Excellent written and verbal communication skills required
- Excellent organizational skills
- Minimum of three to five years of experience doing development work
- Minimum of three years non-profit organization experience required
- Demonstrated effectiveness in fundraising campaigns and individual donor solicitation
- Demonstrated ability and effectiveness working with volunteers
- Skill in making presentations and public speaking
- Demonstrated level of community involvement preferred
- Ability to work cooperatively and in a team environment with peers and superiors
- Travel required approximately 10% of the time
- Proficiency in Donor Perfect desired
- Proficiency in Microsoft Office programs

To Apply

Submit résumé, published writing sample, and 3 references to:

Laura Jiménez,
Deputy Coordinator
1237 Ralph David Abernathy Blvd., SW
Atlanta, GA 30310
Phone: 404-756-2680
Fax: 404-756-2684
Email: laura@sistersong.net

SisterSong is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. We particularly encourage applications from women of color, queer people, immigrants, and people with disabilities.

We welcome applicants from across the United States, and SisterSong will negotiate reimbursement for travel expenses for the application process and for moving expenses.

NO PHONE CALLS PLEASE