
Development & Communications Manager (San Francisco or Los Angeles)

OneJustice is a nonprofit organization that brings life-changing legal help to those in need by transforming the civil legal aid system. Our primary focus is to build the capacity of a statewide network of over 200 nonprofits that make up California's civil legal aid system. We have three core program areas: (1) Healthy Nonprofits, which ensures that legal services nonprofits have the business and management skills needed to survive and thrive; (2) Pro Bono Justice, which expands legal services for Californians in need by developing and staffing innovative and effective pro bono projects with law schools, firms, and businesses around the state; and (3) Californians for Legal Aid, which advocates for California legal services nonprofits on federal policy and funding issues. More information is available at www.OneJustice.org.

Position Description: The Development & Communications Manager will serve as the principal fundraising manager for OneJustice with individual donors and institutional funders. Together with the CEO and Development & Communications Director, the Development Manager is responsible for the oversight, planning and implementation of a fundraising program that raises \$2 million+ annually from individual, corporate, foundation and institutional funders. The Manager may be located in the San Francisco or Los Angeles office, reports to the Development & Communications Director, and supervises a Development Coordinator position, AmeriCorps VISTA, and interns upon occasion. The Manager co-leads the development of communications and branding strategies with the CEO and Development & Communications Director.

This position is an excellent match for someone who is passionate about social justice, has had steadily increasing responsibilities in fundraising in the nonprofit sector, and seeks to join a dynamic, innovative, and impactful organization.

Key Responsibilities:

1. Plan and Manage Individual Donor Campaigns

- Act as lead owner and manager of the fall fundraising campaign, including working closely with the CEO to set and achieve the annual goals for revenue generation. The fall campaign deploys a multi-pronged approach, including direct mail, email, in-person, peer-to-peer, and major donor solicitation tactics.
- Work with the Board of Directors and Advisory Boards on their fundraising activities and major donor stewardship on a year-round basis.
- Monitor the budget of the Development & Communications program, including tracking actuals to budget on a monthly basis and working with the accounting team to reconcile records of donations.
- If desired, manage a personal portfolio of 25 to 30 major and/or corporate donors.

2. Manage Institutional Giving Portfolio

- Develop and implement strategies for cultivation, solicitation, and stewardship of gifts from institutional donors.
- Determine funding alignment with programs, recommend opportunities for upgrades from current funders, identify new funding sources, and champion fresh ideas for expanding the organization's base of support.
- Oversee grant writing and preparation of grant proposals, including serving as primary grant writer as needed.
- Create and manage annual grants calendar, oversee data collection and reporting, and maintain files and tracking system for institutional giving program.

3. Plan and Manage External Communications

- Oversee external communications vehicles, including annual and impact reports, newsletter, website, social media channels, and Google Adwords campaign, to support fundraising and communications goals.
- Guide staff in development of engaging funder collateral and solicitation letters.

4. Supervise the Development Coordinator, AmeriCorps VISTA, and interns

- Directly supervise and support the professional development of the Development Coordinator, who has responsibility for recording of donations, donor stewardship interactions, gift acknowledgements and reconciliations, and maintenance and effective utilization of OneJustice's CRM (Bloomerang).
- Directly supervise an AmeriCorps VISTA, including ensuring effective delegation, communication, and project management throughout the team, and supervise interns upon occasion.

Qualifications/Requirements:

- B.A./B.S. required with fundraising experience (social justice nonprofit experience preferred)
- An equity mindset (awareness of the inequities that exist at multiple levels from the personal to systemic) and demonstrated commitment to the values of diversity, equity, and inclusion
- Collaborative mind-set and works well on a team
- Organized, detail-oriented, and able to manage a high volume of work, meet funder deadlines, and achieve goals
- Strong written and verbal communication skills
- Experience working with Excel, Adobe Creative, Hootsuite, and CRM preferred
- Travel within California may be required, including trips to work out of the Los Angeles or San Francisco office

Salary & Benefits:

- Starting salary depends on the level of experience and ranges from \$62,500 to \$74,500 plus additional salary for supervision responsibilities.
- Benefits include health insurance (medical, dental, and vision), life and disability insurance, retirement, generous paid leave (vacation, sick, and holidays - including a full week off during the winter holidays), and flexible spending account for qualified health, childcare, and commute expenditures.
- Professional development support includes annual professional development plan and funds.

Application Process:

- To apply, please visit: [Development and Communications Manager](#)
- Review of candidates will be on a rolling basis
- In the online application system listed above, please submit the following information: 1) a cover letter explaining your interest and qualifications for the position; 2) your resume; 3) three references; 4) a brief writing sample; and **5) a response to the following question:**

*OneJustice serves highly diverse communities in our clients and in the broader legal services sector. To ensure that our agency is best positioned to serve these communities, OneJustice strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with our communities. We see this as a commitment to enhance the provision of our services to all clients and nonprofits and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **Please address in your cover letter how your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural competency and diversity amongst our staff.** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.*
- To promote social justice and best serve our communities, OneJustice is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.