



Fundraising & Membership Coordinator

Overview:

- 20 hours a week, part-time position with potential increase of hours based on performance.
- Mentored by Lead Organizer.
- Submits monthly reports to the Metro Justice Council.
- Supervised by a designated member of the Metro Justice Council.
- Paid bi-weekly.
- Meet fundraising targets set by Metro Justice Council, in collaboration with Lead Organizer and Metro Justice Finance Committee, through growing grassroots membership, major gifts from mission-aligned organizations, and grants.
- Salary and benefits: \$20/hr, 10 days PTO, 5 sick days

Duties

Membership:

- Grow membership through new member recruitment and membership renewals to meet membership goals set by Metro Justice Council in consultation with Metro Justice Finance Committee and Lead Organizer.
- Use fundraising calls and one-on-one meetings as primary methods for growing membership.
- Grow, maintain, and coordinate Fundraising and Membership volunteer committee for support in accomplishing membership goals.
- Be proficient in maintaining, creating, and pulling lists from the database for membership fundraising.

Major gifts:

- In consultation with Metro Justice and Lead Organizer, devise and implement a plan to recruit long-term organizational memberships from mission-aligned organizations for annual major gifts of \$2000+.

General:

- In conjunction with the normal membership and sustainer income, assure that Metro Justice meets fundraising targets as specified in the budget.
- In addition to phone, utilize email, snail mail, and social media to aid in meeting the above targets.
- Create regular work plans.
- Track detailed metrics on all fundraising activities at all times and provide regular reports to the Metro Justice Council.

Requirements

- Ability to work independently, problem-solve, and show strong initiative.
- Familiarity with GSuite and Nationbuilder *or* must be able to learn new software quickly after introductory training.

Preferences

- Grant writing experience preferred.
- Ability to be flexible in duties is preferred.
- Experience working in small nonprofits is preferred.

Interested candidates should send a cover letter and resume to jobs@metrojustice.org by May 7th.