



S O C I A L J U S T I C E L E A D E R S H I P

LEADERSHIP • ORGANIZATION • MOVEMENT

JOB ANNOUNCEMENT

POSITION: Development Coordinator

STATUS: Full-Time

ORGANIZATIONAL DESCRIPTION:

Social Justice Leadership (SJL) offers training and leadership development for social justice organizations. Our mission is to help usher in the transformation to a just society by catalyzing a new generation of social justice leaders with the individual and organizational skills, analysis, and competency to lead a renewed social justice movement. We aspire to assemble the elements for a new model of social justice organization: a values-driven and skillful leadership that understands the significance of reflective practice, a culture of organizational performance that is uncompromising on results, and a perspective toward movement-building that is strategic and long-term in its outlook. Our work takes the form of long-term training programs for groups of organizations, customized training for single organizations, and leadership coaching for individuals.

DUTIES AND RESPONSIBILITIES:

SJL is seeking full-time development staff to lead our fundraising efforts with foundations and donors. The Development Coordinator will work with the Executive Director to raise funds to support all of our program work and operations. SJL is a very team-oriented organization that is focused on living the values and practices that we teach, and as such is looking for someone eager to participate in the growth and development of our unique organization. Duties and responsibilities include:

- Drafting and editing grant proposals.
- Outreaching to foundations and donors through phone calls and letters of inquiry.
- Building relationships with foundation officers and donors.
- Preparing grant proposal and grant report materials for submission to foundations.
- Developing attractive and compelling materials to assist in soliciting funds.
- Recruiting foundation officers and donors to organizational and fundraising events.
- Tracking all grants, reporting requirements, and deadlines.

SKILLS, QUALITIES, AND KNOWLEDGE

- Extensive experience drafting and editing grant proposals.
- Extensive experience soliciting funds from foundations and donors.
- Proven skill at raising funds to support social justice organizing, movement building, and capacity-building.
- Strong command of Microsoft Word, Powerpoint, Excel, and Publisher
- Comfort and experience with centering practices and personal mastery
- Excellent written and oral communication skills
- Must work well in a consensus-driven team environment
- Must work well under pressure and be willing to work some evenings and weekends
- Must have commitment to transforming the scale, impact, and quality of the social justice movement

SALARY AND BENEFITS

Salary is negotiable based on experience. SJL offers excellent benefits.

PLEASE SEND RESUMES TO: info@sojustlead.org



S O C I A L J U S T I C E L E A D E R S H I P

LEADERSHIP • ORGANIZATION • MOVEMENT

JOB ANNOUNCEMENT

POSITION: Web and Materials Design Coordinator

STATUS: Full-Time

ORGANIZATIONAL DESCRIPTION: Social Justice Leadership (SJL) offers training and leadership development for social justice organizations. Our mission is to help usher in the transformation to a just society by catalyzing a new generation of social justice leaders with the individual and organizational skills, analysis, and competency to lead a renewed social justice movement. We aspire to assemble the elements for a new model of social justice organization: a values-driven and skillful leadership that understands the significance of reflective practice, a culture of organizational performance that is uncompromising on results, and a perspective toward movement-building that is strategic and long-term in its outlook. Our work takes the form of long-term training programs for groups of organizations, customized training for single organizations, and leadership coaching for individuals.

DUTIES AND RESPONSIBILITIES:

SJL is seeking full-time staff to develop our web and materials capacity. We view this work as an extension of the training, capacity-building, and personal leadership development work that we do with individuals, organizations, and alliances. This will include:

- Redesigning and updating our website as needed.
- Creating dynamic content that reflects the training curriculum that we produce. Training curriculum focuses on grassroots organizing, organizational development, political education, and personal development.
- Designing attractive workbooks, video tutorials and other materials to support our training curriculum.
- Developing and implementing innovative strategies to promote the work of SJL through the web.
- Developing and maintaining a user-friendly online learning space for the hundreds of participants in our training programs.
- Developing online surveys and other materials for analysis, assessment and other use.

SKILLS, QUALITIES, AND KNOWLEDGE

- Extensive experience developing websites
- Extensive experience using flash and other animation tools
- Proven skill at designing compelling and aesthetically pleasing materials and websites
- Strong command of Microsoft Office Suite, Adobe Photoshop (preferably Adobe Suite), HTML Editors, PHP-based online applications
- Comfort and experience with centering practices and personal mastery
- Excellent written and oral communication skills
- Must work well in a consensus-driven team environment
- Must work well under pressure and be willing to work some evenings and weekends
- Must have commitment to transforming the scale, impact, and quality of the social justice movement
- Spanish language skills highly desirable

SALARY AND BENEFITS

Salary is negotiable based on experience. SJL offers excellent benefits.

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