

**Solidarity Donor Relations Coordinator, Full-time**

Grassroots International seeks a **Solidarity Donor Relations Coordinator** to manage, expand and inspire our diverse major donor fundraising program. This position coordinates our major donor fundraising strategy to meet the organization's needs and long term sustainability, and serves as part of a 5-person development team. The Boston-based position reports to the Director of Development and meets regularly with the Executive Director.

**Grassroots International** connects people in the US with global movements that defend land, territory, water, food, seeds and the earth. Together we address the root causes of injustice and oppression, and build alternatives that nurture human rights, ecological justice, and liberation. We do this through grantmaking, social action, and philanthropic leadership. As a public foundation, Grassroots International raises its budget annually. Our organizational culture is collaborative, relational, and deeply mission-driven.

This position will be responsible for coordinating, inspiring and partnering with individual contributors and family funds. This is done with an understanding that giving is one form of donor engagement, and encourages deep and powerful connections toward global social justice.

This position is ideal for an organizer or activist with deep fundraising and leadership experience, or a motivated development professional with experience in social movements or community organizing. We're looking for someone who's passionate about justice AND fundraising, and who wants to put their skills to work in service of grassroots movements and a vision for a more just world. The ideal candidate will be highly values-aligned, eager to learn and grow, adept at building relationships with people of a wide range of identities and cultures, and a respectful and collaborative team member.

**Responsibilities:**

1. Work in partnership with the development team to create a fundraising plan which is tailored to individual major donors, mid- and high-end prospects.
2. Maintain a donor portfolio of individual Major donors.
3. Provide support to the ED to manage their portfolio, including research and preparation for donor visits.
4. Coordinate moves management donor pipeline system.
5. Organize educational opportunities, such as delegations or learning immersion programs,

by providing logistical and strategic planning to deepen the knowledge, commitment, and giving of major donors.

6. Integrate and engage in planned giving requests and training. Support other staff and Board in understanding, cultivating, and securing planned gifts. Maintain an understanding of best practices in the field. Integrate the planned giving program into a goal of every donor visit, when possible and appropriate.
7. Maintain an efficient system for the collection of internal information, such as donor research, short-term, and long-term goals, donor visit results, and communications going back and forth between donors and GRI board and/or staff in both The Raiser's Edge and in hard copy.
8. Keep abreast of trends in giving and philanthropy. Share and apply best practices to help inform the growth and success of Grassroots' fundraising programs.
9. Work closely with the senior staff, board, and development staff on coordinating fundraising opportunities and informing the department's annual budget development process.

#### **Required Qualifications:**

- Commitment to the mission of Grassroots International; demonstrated commitment to human rights, ecological justice, and social movements or community organizing.
- Proven track record in successful Major Gift fundraising. Success in cultivating, soliciting, and closing mid- and high-end gifts. Demonstrated ability to communicate the program and mission to internal and external audiences.
- Ability to work as part of a team in a mission-driven and culturally diverse organization.
- High level of self-organization with close attention to detail.
- Extensive knowledge of fundraising best practices and strategies.
- Flexibility and capacity to travel domestically and internationally (when it's safe to do so), including maintenance of a valid passport; availability for some evening or weekend events.
- Authorization to work in the United States.
- Ability to sit at a desk and work on a computer for prolonged periods of time.

#### **Preferred Qualifications:**

- Proficiency with Microsoft Office, Google Suite, SALSA, and The Raiser's Edge
- At least three years experience working with individual donors
- Experience with intermediary funders
- Understanding of reparations and returning assets back to the communities from which the wealth was taken, and ability to discuss this with major donors
- Success facilitating donor discussions and curriculum development for donor education
- Experience with Grassroots International partners and allies
- Experience coordinating volunteers and fundraising teams

**Compensation:** Full-time position; starting salary \$60,244 - \$70,875 DOE; excellent benefits, including health, dental, disability, paid sick time and vacation, and retirement.

**To Apply:** Send resume and a cover letter to: [MGO@grassrootsonline.org](mailto:MGO@grassrootsonline.org) with SDRC and YOUR NAME in the subject line. In your cover letter, please be sure to explain one aspect of Grassroots International's mission that is particularly compelling to you and why. No phone calls please. Position open until filled.

*Grassroots International is an Equal Opportunity Employer. Black people, indigenous people, people of color, immigrants, LGBTQ and gender nonconforming individuals, and women are strongly encouraged to apply. We actively recruit, and support the retention and advancement of, persons of diverse backgrounds within the organization. We believe that having a board, staff, and membership with diverse identities and backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow and thrive. To that end, we are committed to fostering a workplace culture where all employees are equally included, valued, and supported.*

*Authorization to work in the United States is required.*