



CEJA Job Announcement: DEVELOPMENT MANAGER

The California Environmental Justice Alliance (CEJA) is a statewide coalition of grassroots, community-based organizations. We organize in communities most impacted by environmental issues – low-income communities and communities of color – to advance statewide policy that protects the environment and our health. For more information about CEJA, including our core member and partner organizations, please visit www.caleja.org. CEJA’s role is to advance an environmental justice (EJ) agenda in statewide policy, guided by the lived experiences of the communities we serve, and to grow the power and breadth of the EJ movement. Our work is based in the belief that no one EJ organization can win by itself; we need to be in a strategic alliance with each other to address the root causes of environmental and climate injustice. CEJA is looking for a collaborative, innovative, and experienced development professional.

JOB TITLE: Development Manager

POSITION DESCRIPTION:

The Development Manager supports the fund development work of CEJA, CEJA Action, and the CEJA Action PAC and reports to CEJA’s Development Director. The Development Manager plays a key role in supporting the organization’s individual giving efforts, implementing and co-creating strategy and executing fundraising plans for donor prospecting, sustaining and growing the number of annual donors, the size of individual donations, and converting donors to becoming long-term sustainers. The Development Manager also supports CEJA’s and CEJA Action’s overall grants management program with an assisting role in drafting, finalizing, and submitting grant proposals and reports.

This is a regular, full-time, exempt, at-will position.

LOCATION/EMPLOYMENT STATUS:

The Development Manager position is mostly remote but will require occasional travel to CEJA’s hubs in Sacramento, Oakland, and Los Angeles, and to other locations throughout California. The Development Manager must be a resident of California.

PRIMARY RESPONSIBILITIES:

- ***Donor Prospecting:*** Research and communicate emerging trends and best practices in donor engagement and stewardship and integrate learnings into practices. Identify prospective CEJA donors using DonorSearch and other methods and co-create and execute plans to engage prospects.
- ***Fundraising Appeals:*** Co-create and implement strategies for solicitation that will grow annual revenue from individuals. Manage bi-annual fundraising appeals (summer and winter) including development of donor communications (email, social media, and print), prospecting and compiling targeted lists from donor database, identifying new donor

prospects, scheduling, and executing phone banking, donation processing, and execution of acknowledgment protocol.

- ***Individual Donor Relationships:*** Working closely with the Development Director, grow and sustain relationships with donors to build their involvement in the organization and their long-term commitment, including facilitating regular donor meetings.
- ***Communications Liaison:*** Work with CEJA's communications team to develop strategies for development presence in all communications and marketing; collaborate with communications team on targeted individual donor cultivation campaigns; ensure successful integration of donor data with CEJA's communications lists.
- ***Data Management:*** Oversee individual donor database management, inputting and managing data in Salesforce, including gift processing, development and fulfillment of donor benefits, gift recognition, donor correspondence, and mailings; maintain accurate and complete records of donor communications; provide timely, written reports regarding the effort and outcome of cultivation and solicitation actions; review and analyze data in individual records to ensure accuracy and completeness.
- ***Working with CEJA Members and Partners:*** On an annual basis, conduct batch screens and create marketing lists of individual donors for participating members and partners via DonorSearch. Participate in monthly Development Roundtable and/or other Alliance-wide training/thought-sharing opportunities as necessary.
- ***Events and Grants Calendar:*** Work with the Development Director to plan a calendar of special events that will meet the organization's fundraising needs and visibility goals, and coordinate the development efforts for special events. Support the Development Director in managing CEJA's and CEJA Action's grants calendar. Ensure compliance with funders' deadlines and technical requirements.
- ***Drafting Proposals and Reports:*** Draft CEJA's written grant proposals and reports, using independent judgment. Work with the Development Director on the framing of proposals, drawing on subject matter expertise to develop successful approaches and strategies.
- ***Finalizing Proposals and Reports:*** Finalize grant proposal and grant report, incorporating edits and ensuring that CEJA's final submissions are accurate, strategic, and polished; submit proposals and final reports to funders.
- ***Information Gathering:*** Identify and interview relevant staff to gather information on funder deliverables; identify and gather supplementary materials, such as media items and publications, for reports, proposals, and meetings.

QUALIFICATIONS AND SKILLS

- Deep commitment to environmental, racial, social, and economic justice, CEJA's Mission, and to working within a diverse organization that is mission-driven, results-driven, and community oriented.

- Successful track record of at least 4 years as a development professional, including experience working with individual donors and foundations.
- Exceptional written and verbal communications skills, with the ability to facilitate understanding across multiple audiences.
- Outstanding organizational skills, including the ability to manage complex fundraising campaigns, large data sets, and high-profile events; ability to handle a variety of activities and confidential matters with discretion.
- Familiarity with California's EJ policy landscape, community, and advocacy groups highly desired.

Salary: \$83,000-87,000, depending on experience.

Benefits: CEJA believes in helping to provide a good work-life balance for its employees and offers a competitive benefits package inclusive of:

- Excellent orientation program
- Generous vacation (10 to 25 days per year)
- 11 paid holidays
- 2-week paid winter break (December 19th thru January 1st)
- 3 paid days per year for Civic Engagement
- 2-month sabbatical opportunity after 7 years of continuous employment
- Select health, dental, vision, and chiropractic insurance plans (paid by employer)
- Wellness leave (12 to 18 days per year)
- Medical reimbursement plan
- 401(k) retirement plan: CEJA contributes 4.8% of your salary towards your retirement benefits. Employees are 100% vested in their account balance.
- Professional development opportunities
- Cell Phone and Internet Reimbursement: CEJA provides reimbursement for the use of your personal cell phone and internet service for company business.

Deadline and start date: Position will remain open until filled.

Applications: Email resume with cover letter to: jobs@caleja.org. Please put "Development Manager" in the subject line of your email.

The California Environmental Justice Alliance is an equal opportunity employer. CEJA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.