

# FAIR WORK CENTER



## Grants and Development Specialist Job Opportunity

### ABOUT OUR ORGANIZATION:

Our organizing shifts the debate about economic justice and is focused on building an economy that puts workers first. Along with our partner organization, Working Washington, we build worker power through education, organizing, and enforcement. Our campaigns include organizing delivery workers in the gig economy, enforcing Seattle's domestic worker bill of rights, and making Washington's workplace laws among the best in the country. We are building a statewide base of workers who will continue to drive our future campaigns to reduce income inequality, center the needs of immigrant workers and workers of color, and shift the balance of power back to working people. We are building an organizational culture rooted in worker leadership, mutual respect, and the power of organizing.

### ABOUT THE ROLE:

We are looking for a new **Grants and Development Specialist** who is ready to create change for working people across Washington. They should be energized by moving institutional and individual funders to support our work, and by helping to share the story of our impact with the public. They will play a key role in managing our current funding along with implementing strategies to organize more donors to support our work. This position will report to the Development Director and collaborate closely across the organization to ensure we have the resources we need to continue building Washington's worker movement.

### KEY RESPONSIBILITIES

#### Grant Applications and Management

- Research potential new funders, assess alignment with our work, and track upcoming application deadlines
- Project manage grant application submissions, coordinating across program, communications, operations, and development staff
- Lead the grant reporting process, tracking reporting deadlines, producing first drafts of reports and/or working with relevant staff to obtain required information to share our impact with funders
- Support program staff in using Salesforce to track outcomes, trends, and data
- Manage contract execution, amendments, and invoicing, meeting with funders as needed
- In collaboration with the communications team, ensure all fundraising materials use consistent and compelling messaging to make the case to funders to support our work

#### Individual Donor Relationship Building & Stewardship

- Execute individual giving program goals, including supporting grassroots fundraising drivers and ongoing donor organizing
- Maintain regular outreach to current individual donors through phone, email, and mail

- Support in the development of new strategies for donor acquisition and relationship building, including supporting with fundraising events and annual appeals
- Support research on donor prospects identified by Development Director, Executive Director, and Board members
- Participate in the development and distribution of creative fundraising appeals and content for email campaigns, mailed appeals, website, and social media
- Oversee accuracy of donor contact & donation information over time in Salesforce, as needed, in partnership with Operations Coordinator & Program Data Administrator

## **REQUIRED EXPERIENCE & SKILLS**

- Demonstrated ability to connect with people from a wide range of backgrounds and engage them on our organization's work, including foundation staff, individual donors, partner organizations, workers, and board members
- Ability to communicate our organization's vision and theory of change in a compelling and passionate way verbally and in writing
- Proficiency in Salesforce or related CRM donor management software, or demonstrated ability to learn
- Highly organized and detail oriented, good at creating and managing systems to track relationships and processes, and capable of balancing competing priorities.
- Ability to work independently and as part of a team, and to work with teammates to adapt when needed to meet shared goals
- Demonstrated commitment to workers rights and economic justice
- A willingness to try new things and to ask for help when needed

## **DESIRED QUALIFICATIONS**

- At least 2 years of donor organizing, fundraising, or grant management experience
- Relationships with individual and philanthropic funders, particularly in Washington state and on economic justice issues nationally
- Experience with community, political, labor organizing
- Prior experience with public speaking, customer service, outreach, or community engagement
- Familiarity with some of the core economic justice issues we focus on

## **OTHER INFORMATION**

**Compensation & Benefits:** This is a bargaining unit position with the anticipated salary range being between \$61,535.05 and \$70,544.63, depending on relevant experience. We provide a generous benefits package, including exceptional medical, dental, and vision care, 5% employer 401k contribution, substantial holidays, vacation and sick leave, and an ORCA card for employees in the Puget Sound area.

**Location:** This is a salaried overtime exempt position that we anticipate being based in our Seattle office. We are a hybrid workplace and expect this role will have a combination of in person work and work that can be performed remotely, and are open to considering strong candidates who currently live out of state but are willing to relocate. It may require occasional

evening and weekend work and occasional travel throughout the state.

**How to Apply:** Please submit a cover letter and resume to [jobs@fairworkcenter.org](mailto:jobs@fairworkcenter.org) with the applicant's last name and "Grants and Development Specialist" in the subject line. Applications will be reviewed on a rolling basis.

**Commitment to Equity:** Fair Work Center is an Equal Opportunity Employer. We strongly encourage people from communities most negatively affected by historical and ongoing inequity to apply, such as: people of color, immigrants, women, lesbian, gay, bisexual, queer, trans, and gender non-conforming people, and people with disabilities. We seek candidates whose lived experiences reflect the lived experiences of the workers we support. If you need disability, language or other accommodation in the application process, please contact Zhi Chen at [zhi@fairworkcenter.org](mailto:zhi@fairworkcenter.org).