



Now Hiring: Development Manager

Location: Berkeley, CA / Remote Due to COVID-19

Position: Full time, FLSA exempt

Salary: \$55,000 - \$70,000 depending on experience

Benefits: Competitive and comprehensive benefits include 100% employer provided health, dental, and vision coverage for employees and dependents; a 401(k) plan; commuter benefits; generous PTO policy; flexible work culture; and more.

Reports to: Chief of Staff

Timeline: Applications accepted on a rolling basis. Position open until filled.

Our Story

The Story of Stuff Project, a Berkeley, CA-based non-profit organization, works to transform the way we make, use, and throw away Stuff to be more sustainable, healthy and just. Over the past 12 years our animated videos and other field-leading content has garnered tens of millions of online views and motivated our Community to support hundreds of environmental and economic justice campaigns with their time, energy, and money.

Today, we inspire and encourage the civic engagement of the more than one million members of our global, online Community. Our videos and social media content engage millions of viewers each week in a solutions-oriented conversation; our campaigns enlist our Community members in efforts to protect our shared environmental resources and make the economy work for everyone; and our learning and other tools support community leaders and grassroots groups in our network build their power.

Position Summary

The Story of Stuff is hiring a Development Manager to facilitate the continued growth of our fundraising program. The ideal candidate for this position is detail oriented, a strong written and oral communicator, and a go-getter who is excited about the opportunity to bring resources to movements for social and environmental change. The candidate will bring strong organizational, relationship management, and planning skills to this role and will serve as a driving force behind the team-oriented fundraising program at Story of Stuff, an organization with a \$1.6 million annual budget.

Job Duties & Responsibilities

- Coordinate a comprehensive fundraising program, including foundation, major gifts, and online giving campaigns, in collaboration with our leadership team and staff.
- Develop and manage annual organizational fundraising plan to ensure annual budget goals are met or exceeded.
- Lead the individual donor fundraising campaign of major gifts, digital fundraising and recurring support.

- Draft, design, and send donor communications such as a quarterly dashboard, email updates, and solicitations
- Coordinate foundation and donor relationship management by identifying leads, conducting prospect research, and setting up meetings.
- Manage foundation grant calendar by tracking due dates and deadlines, coordinating proposal development with the appropriate staff, and assisting with the writing and submission of proposals, reports, and other updates.
- Lead in the utilization of a Salesforce-based constituent relationship management system and contact database by maintaining all fundraising data and pipelines, analyzing data, and producing reports for the board and senior staff.
- Participate in the annual budgeting process by providing fundraising projections to the Chief of Staff.

Qualifications:

- Bachelor's degree or equivalent education / work experience plus 3-5 years professional experience in environmental or social advocacy, fundraising, or programming in a non-profit or social-good setting.
- Previous experience in nonprofit fundraising is strongly desired; customer service or sales experience a plus.
- Superior written and verbal communication skills.
- Tech savvy with exceptional skill for database management and data analysis with Salesforce or Excel. Experience with ActionKit or similar databases is a plus.
- Highly organized, comfortable toggling between different activities, and attention to details is a must.
- Proven ability to meet deadlines and work both independently and in a team in a collaborative environment.
- Diplomatic and professional approach to problem solving. Ability to practice discretion and sound judgement with financial information. Ability to work well in a collaborative, team environment.
- Demonstrated commitment to and competency around diversity, equity, and inclusion.

How to Apply:

To submit your application for this position, please visit bit.ly/hiringjuly2020

If you have questions or require assistance, you may email Elisa Ringholm, Chief of Staff, at jobs@storyofstuff.org

Story of Stuff is committed to diversity, equity and inclusion. Women, people of color, LGBTQ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.