



**SOUTHERNERS ON NEW GROUND  
DEVELOPMENT COORDINATOR JOB DESCRIPTION**

*Southerners On New Ground (SONG) is a regional Queer Liberation organization made up of people of color, immigrants, undocumented people, people with disabilities, working class and rural and small town, LGBTQ people in the South. We believe that we are bound together by a shared desire for ourselves, each other, and our communities to survive and thrive. We believe that Community Organizing is the best way for us to build collective power and transform the South.*

**SONG’s FREE FROM FEAR CAMPAIGNS**

**Free From Fear** is SONG’s pledge to a wider collective movement commitment to fight and defeat fear and violence our towns, cities, region, and country that stems from state and institutional violence. Our fundraising strategy looks like:

- *Political education around fundraising as an organizing tool*
- *Building out SONG’s grassroots fundraising to decrease need for foundation funding*
- *Engage all members in some level of fundraising*
- *Increase number of major donors*
- *Prioritize foundations that value a cooperative partnership approach more than a traditional grantor/grantee relationship*

SONG’s Development Coordinator will have both foundation and grassroots fundraising responsibilities, along with member engagement duties.

**TITLE:** Development Coordinator

**HOURS:** 40 Hours per week

**REPORTS TO:** Development Manager or SONG’s CoDirectors in the absence of one.

**POSITION SUMMARY:** Grounded in SONG’S mission, vision, and theory of change, the Development Coordinator will bottom-line key administrative and coordination functions of SONG’s grassroots and foundation fundraising work. The Development Coordinator will execute project-based grassroots fundraising efforts in order to help expand and strengthen SONG’s grassroots fundraising work

This position will also require moderate travel, mostly throughout the South and also some national level travel.

## **Responsibilities Include:**

### **Grassroots Fundraising**

- Database improvement, maintenance, and general wizardry in donor tracking and data management
- Donor engagement and acknowledgement
- Documentation work at key SONG fundraising and membership events
- Strong, authentic relationship-building with SONG members, supporters, staff, and other stakeholders
- Support member-driven fundraising work and projects
- Organizing and coordinating fundraising events locally and in other sites across the region
- Other duties as necessary

### **Foundation Fundraising**

- Writing grant proposals
- Grants management and reporting
- Maintain funder relations and advise CoDirectors as needed
- region
- Other duties as necessary

### **Systemic Responsibilities:**

- Design and execute creative communications projects that help to increase understanding of SONG's work among donors, members, and potential supporters
- Fielding requests and inquiries from donors, funders, potential donors and potential partners
- Support to SONG's membership and leadership convenings
- Support to creation and implementation of internal fundraising systems and protocols
- Support to communications and membership staff teams as needed
- Helping to prepare reports and updates for board and staff meetings
- Draft correspondence including acknowledgements and thank you letters, sponsorship requests, invitations, and other materials
- Support and execute SONG 'swag' and merch creation
- Coordinate online store and order fulfilment
- Coordinating and executing small-scale and large-scale mailings
- Maintain updated grants report for audit filing

### **Operational Responsibilities:**

- Staff meetings and calls
- Operational systems and communications
- Work planning and adherence
- Staff development and evaluations
- Evaluation and Documentation
- Database Management

### **Qualifications:**

- Commitment to SONG's organizational mission, vision, history, theory of change, political strategy
- 1-3 years of experience in full time grassroots community organizing, progressive communications, and/or fundraising and development

- A clear vision of and commitment to the possibilities of grassroots base-building and fundraising for movement-building organizations
- Unwavering commitment to excellence and rigor in all aspects of the work
- Commitment to strict confidentiality in all matters of internal organizational or personal individual information
- Proactive problem-solving skills
- Proven ability to work within and across multi-racial, multi-ethnic, multi-gendered, and intergenerational communities
- Strong conflict-resolution skills
- Event and action planning skills
- Strong facilitation skills for small to large groups
- Experience in leadership development, skill transfer and decision-making among community members
- Experience in program development, implementation and evaluation
- Skilled at basic office software: word processing, spreadsheets
- Ability to work flexible hours, including evenings and weekends

**Desired But Not Required :**

- Strong public speaking skills
- Skills in communications and media relations
- Documentation skills—photo, video, video editing
- Experience in CiviCRM is a plus

**SONG’s Commitment to & Expectations of New Hires:** SONG’s commitment to the new hire is, at its core, a political commitment. We are committed to a working exchange between SONG and new hires that are useful for both parties. The Development Coordinator will work as part of an organizing staff team where each person has a direct supervisor, intense leadership development as an organizer, and on-going support.

**Compensation:** SONG’s Full Time Employee rate at \$43,260/year, with a stipend for monthly health expenses. This is a permanent position upon completion of a six month probationary period. Two year commitment is preferred.

**To apply:** Please send cover letter, resume, and three professional references to [hire@southernersonnewground.org](mailto:hire@southernersonnewground.org) by January 31, 2018. Also please submit a **brief** writing, video, or photo sample of previous work. Please put **DEVELOPMENT COORDINATOR** in the subject line.

*SONG is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender/ gender identity/ gender expression, age, ethnicity, national origin, sexual orientation, religion, HIV status, disability, background, having been incarcerated or marital status*