

Wisconsin Faith Voices for Justice Job Description
FINAL as of February 22, 2023

Job Title: Development Assistant
Reports To: Executive Director
Location: Remote with weekly check-ins with Executive Director
Updated: February 22, 2023

Position Summary: The Development Assistant functions in partnership with the Executive Director to lead fundraising efforts including prospect research; donor cultivation and stewardship; grant research, writing, and reporting; and other administrative duties.

Organizational Mission: Wisconsin Faith Voices for Justice is an interfaith education and advocacy organization working across the state of Wisconsin with an emphasis on social and economic justice, namely supporting workers' rights, assisting immigrants and immigration, advocating for racial justice, healthcare, and voting rights, and building bridges between faith communities. Wisconsin Faith Voices for Justice understands its work as drawing not *from* any singular faith, but rather *because of* collective faith.

DUTIES AND JOB RESPONSIBILITIES

- 1) Fund Development to Achieve an Annual Revenue Goal of \$132,000
 - a) Update and maintain donor database, including
 - i) Tracking donations, contact information, and any pertinent donor information;
 - ii) Generating monthly reports and gift acknowledgement letters;
 - iii) Tracking foundation and grant goals and deadlines;
 - iv) Tracking event attendance;
 - v) Identifying lapsed donors each month and helping work to renew their gift.
 - b) Direct the year-end appeal via social channels and emails; engage Board of Directors in making solicitation calls to past donors; create and provide fundraising materials.
 - c) Grant Writing: Assist ED in renewing existing grants while researching new opportunities.
 - d) Major Gifts and Foundations: With the ED, identify and manage 10-15 major gift prospects.
 - e) Create an aggressive, achievable, annual fundraising plan to support WI Faith Voices for Justice's future growth and targeting key areas for growth based on metrics and strategy.
- 2) Support the Executive Director in fundraising activities, including identifying and managing strategies and tactics for cultivation, solicitation, and stewardship efforts.
- 3) Events: Work with the Executive Director to execute events to identify new donors, educate current donors, and raise the profile of WFWJ.

7. Other Duties as Assigned: Assist the Executive Director in other duties as needed.

QUALIFICATIONS

- Education – Minimum of Bachelor’s degree, preferred emphasis on marketing, communications, nonprofit management, or related field
- Professional Research and Development Experience – Ability to research potential and current donors using publicly-available information; knowledge of fundraising strategies and managing prospect and donor relationships.
- Commitment to Mission - Candidates with a commitment to community organizing, interfaith community building, and empowering everyone to thrive socially, prosper economically, and participate fully in civil society.

KEY COMPETENCIES and ATTRIBUTES

- Independently motivated, takes initiative to lead and adapt to current realities
- Transparent and high integrity leader
- Demonstrated ability to communicate effectively and collaborate well with others
- Ability to read and interpret financial statements and understand fiscal concepts
- Strong communications skills internally and externally
- Strong organizational abilities including planning, attention to detail, and continuous improvement
- Skills to collaborate with and motivate board members
- Ability to integrate into a culture of interfaith values is of utmost importance to success. Given the nature of the organization’s work with faith-based leaders, strong values, ethics, and moral character are non-negotiable. An active faith commitment is helpful, and candidates should be comfortable in interfaith environments.
- As an interfaith organization dedicated to social and economic justice, workers rights, immigrant rights, voting rights, health care, and interfaith understanding, we are deeply committed to justice and equity for communities of color, LGBTQ+ communities, religious minorities, and all marginalized people. We strongly encourage candidates who share any of these identities to apply.

WORKING CONDITIONS

- This is primarily a remote position. Candidate must have regular access to personal computer, cell phone, and reliable high-speed internet.
- Able to work some weekends and evenings.

Compensation is \$30-\$40 per hour depending on experience for 15 hours per week/780 hours yearly.

HOW TO APPLY

Please email resume, cover letter, a short writing sample, and salary requirements to Rabbi Bonnie Margulis at rabbibonnie@charter.net

