

**JOB ANNOUNCEMENT:**

Development Manager - Center for Media Justice (CMJ)

Remote Position preferably based near Philadelphia or Oakland, but open to all other locations depending on the fit.

Applications due: November 12th, 2018

The Opportunity:

The Center for Media Justice (CMJ) fights for racial and economic equity in a digital age. We boldly advance communication rights, access, and power for all communities harmed by persistent inequality.

CMJ seeks a talented, creative, and motivated Development Manager, with a knack for persuasive writing, to coordinate and implement fundraising strategies that strengthen our organization, support our network, and increase our ability to fight inequities. Primary responsibilities include grassroots fundraising, grant writing, communications support, and related database activities.

The Team:

The Communications Team at CMJ represents and pushes forward the values and work of the organization in conjunction with a national network of allied grassroots organizations and activists (known as the Media Action Grassroots Network, or MAG-Net). As part of this team, the Development Manager will organize, develop, and implement powerful fundraising efforts that strengthen CMJ, engage and expand our community, and amplify our narratives to win structural changes in our media and technology system that create racial equity.

Working with our Communications Director, this is an opportunity for a wordsmith and fundraising wiz—with the heart of an organizer—to join an all-star team seeking to end institutional racism and poverty. It is a job that will bring deeply satisfying rewards if you thrive off creative freedom, dynamic relationship-building, and being a part of cultural change.

Key Responsibilities:

- Annually lead development of grassroots fundraising plan w/ Communications Director.
- Coordinate writing and reporting of grants for the organization.
- Expand and cultivate a base of donors through communications and in-person events.
- Track and report progress of grassroots fundraising efforts internally and externally.
- Engage board, staff and network members in exciting fundraising efforts, including but not limited to crowdfunding campaigns.
- Research fundraising trends and opportunities in support of organizational projects and for Network members.



- Conduct data entry and maintain contact data of donors, funders, and allies.
- Support and implement additional communications activities as needed.

Required Skills, Experience, and Abilities

- Experience working within social justice-oriented teams
- Familiarity with media rights, access, and/or representation issues
- Demonstrated success developing and implementing grassroots fundraising campaigns
- Experience using email marketing tools and crowdfunding platforms.
- Demonstrated ability to expand donor bases and engage existing donors in creative ways
- Ability to work in a fast-paced environment while managing long-term priorities
- Excellent writing, editing, and organizational skills
- Experience writing and researching grants.
- Ability to travel a minimum of five times annually, work nights and weekends as needed
- Ability to effectively engage communities of color and other underrepresented groups.

Preferred Skills and Experience:

- Experience with Salesforce.
- Background in social justice organizing.
- Experience developing an annual grassroots fundraising plan.
- Understanding of SEO and email marketing metrics.
- Experience with Mailchimp, Classy, Basecamp, Google Docs, and Slack.
- Bilingual written and verbal skills in Spanish/English

The Position

The Development Manager is a 40 hour/week, full-time exempt position, and is supervised by the Communications Director at the Center for Media Justice. Salary is between \$58,000 and \$62,000 DOE with full medical, dental and vision benefits, optional 401(k), a substantial vacation package, and a quarterly personal wellness stipend.

Our preference is to have the Development Manager based near our primary office in Oakland, CA or remotely near Philadelphia, PA. For the right candidate, we will also consider remote locations elsewhere in the country.

Position to ideally start January 7th, 2019. Applications due: November 5th, 2018.

To Apply

Please submit your resume, a writing sample, and one additional material demonstrating your experience with fundraising and/or digital organizing, along with a cover letter expressing why



you're the right candidate to grow the power of the Communications Team at the Center for Media Justice.

Materials should be sent to jobs@mediajustice.org with the subject line "Development Manager." Please send PDFs only.

People of color, women, formerly incarcerated people, and LGBTQ individuals, are encouraged to apply.

The Center for Media Justice

The Center for Media Justice (CMJ) is a national media justice organizing and training collaborative led by and for underrepresented communities, and home to our signature project, the Media Action Grassroots Network (MAG-Net). Our mission is to win media rights, access and representation for a more just and participatory democracy. To achieve this mission, we organize a national action network of affiliated organizations, deliver leadership training in communications and cultural organizing, and publish content that elevates the voices of underrepresented communities in debates on media, arts, and technology.