

**About CBE:**

Communities for a Better Environment (CBE) ([www.cbecal.org](http://www.cbecal.org)) is one of the preeminent environmental justice organizations in the nation. The mission of CBE is to build people's power in California's communities of color and low income communities to achieve environmental health and justice by preventing and reducing pollution and building green, healthy and sustainable communities and environments. CBE provides residents in blighted and heavily polluted urban communities in California with organizing skills, leadership training and legal, scientific and technical assistance, so that they can successfully confront threats to their health and well-being.

**General position summary:**

Please note: This is a full-time, exempt, temporary position that will continue for at least 15 months, through December 31, 2017. We expect to make the position permanent by summer 2017. The Grassroots Fundraising Organizer will receive CBE's comprehensive benefits package, including a generous vacation and leave policy; fully-paid premiums for medical, vision and dental insurance; a 403(b) retirement plan; and a flexible spending plan. *CBE pays full premiums for medical, dental and vision insurance for the employee, any partner and any dependents.*

The Grassroots Fundraising Organizer will report to the Development Director and will work with CBE's members, staff and Board to raise funds for the organization's campaigns and projects, build towards CBE's Transformative Organizing Model and Theory of Change, and foster a culture of philanthropy across the organization. This individual will be a key member of CBE's Development Team, which includes the Executive Director, Development Director, two Grant Writers, and the Development Intern.

**Duties and Responsibilities:**

**Training, Supervision and Team Leadership (25%):**

- Help build and maintain year-round Grassroots Fundraising political education and training programs for CBE members, staff and Board.
- Engage members in grassroots fundraising activities as part of CBE's member leadership ladder.
- Train and supervise Development interns.
- Lead bi-weekly Individual Donor Team meetings.
- Organize support for daytime, evening and weekend program-related events.

**Planning and Evaluation (25%):**

- Work with the Development Team and CBE's four Community Teams (Richmond, East Oakland, Southeast LA County, and Wilmington (LA)) to create and evaluate grassroots fundraising plans that prioritize individual donors.
- Participate in meetings of CBE's 4 Community Teams, and provide structure and support to integrate grassroots fundraising components into key CBE organizing campaigns.

- Plan and implement specific fundraising campaigns, events, and activities (member events, Toxic Tours, receptions, etc.) for individual donors.
- Participate in CBE's Communications Team. In that role, collaborate on developing story arcs and communications strategies for development needs.

**Cultivation and Solicitation (25%):**

- Serve as primary contact and relationship manager for individual donors, reaching out and responding to phone calls, emails, and requests for information or materials.
- Directly support fundraising activities of the 4 community teams.
- Cultivate CBE members to become donating members.
- Collaborate with the Civic Engagement Program Coordinator on membership drives.
- Coordinate in-house direct mail and phone bank appeals.
- Build relationships with local businesses and other donors of goods and services.
- Create development communications materials, including photos, videos, stories, quotes, flyers, brochures, etc. Distribute them using social media and other methods.

**Data, Tracking, Reporting (25%):**

- Maintain accurate and detailed records on giving, relationship notes, and next steps to ensure follow up and growth of CBE's donor pool.
- Manage incoming gifts, donor database and gift acknowledgement process.
- Work with Finance Department to reconcile records each quarter.
- Prepare monthly Dashboard reports and quarterly reports for the Board.

**Other duties as assigned.**

**Specific Job Skills and Qualifications:**

- Applicants should have a demonstrated commitment to social justice
- Personal experience in an EJ community preferred
- Committed to uphold high levels of accountability for self and for others
- Demonstrated ability to be creative, flexible, well-organized and a self-starter
- At least 2 years organizing and/or grassroots fundraising experience
- Experience with GiftWorks database or other fundraising databases preferred
- Strong written and oral communication skills
- Ability to work collaboratively in a team setting
- Ability to multi-task and manage the completion of multiple projects while working independently or under supervision of the Development Director
- Willingness to work a flexible schedule with minimum supervision. Frequent participation in evening and weekend events.
- Proficiency in the full suite of Microsoft Office programs and social media platforms
- Ability to handle confidential information with sensitivity and integrity.

**Compensation and Benefits:**

The salary for this position is \$41,600 per year to start and will increase to \$47,476 on December 1, 2016 when the federal minimum salary for exempt employees increases to that

amount. As described above, this is a full-time, exempt, temporary position that will continue for at least 15 months, through December 31, 2017. We hope to make the position permanent by summer 2017. The Grassroots Fundraising Organizer will receive CBE's comprehensive benefits package, including a generous vacation and leave policy; fully-paid premiums for medical, vision and dental insurance; a 403(b) retirement plan; and a flexible spending plan. *CBE pays full premiums for medical, dental and vision insurance for the employee, any partner and any dependents.*

Preference will be given to applicants with experience related to the environmental movement, social justice, public interest, civil rights, community organizing, scientific training, and/or a personal history with communities highly impacted by pollution.

**To apply:** Please submit the following to [jobs@cbecal.org](mailto:jobs@cbecal.org): 1) a cover letter, 2) a resume, and 3) list of personal and professional references with telephone numbers. Include **Grassroots Fundraising Organizer (SoCal)** followed by **your name** in the subject line of your email and in the filename of each of your attachments. You will receive an email confirming receipt of your application. Please do not call us or send additional emails unless we contact you for a discussion or an interview. If we do contact you, we will be happy to answer any questions you may have at that time. The position will remain open until filled.

CBE has four offices: Huntington Park and Wilmington (Los Angeles) in Southern California, and Oakland and Richmond in Northern California. We are especially seeking applicants who can work out of our Huntington Park or Wilmington offices.

***CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ individuals, and all qualified persons to apply for this position.***