

**Organization:** Strategic Concepts in Organizing & Policy Education (SCOPE)

**Position:** Development Manager

**Employment Type:** Full-Time, Exempt, Staff Position

SCOPE seeks an experienced and highly motivated Development Manager to work closely with the Executive Director and Executive Management Team to lead the organization's fundraising efforts. The Development Manager will manage all aspects of SCOPE's fund development strategy, including grant development, major donor giving, grassroots fundraising, and Development team capacity-building. We are looking for a seasoned candidate with a strategic development vision, management experience, and excellent writing skills. This position provides an exciting opportunity for a compelling storyteller to articulate and advance a racial, economic, and environmental justice narrative that increases resources and builds power for grassroots organizations.

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

### **Essential Duties & Responsibilities:**

#### *Fundraising (60%)*

- With the guidance of the Executive Director and Executive Management Team, develops overall fund development strategy and goals for the organization to ensure programmatic goals and plans are met
- Oversees strategic planning, systems design, implementation, and evaluation of annual fundraising plan to ensure budget maintenance and growth
- Researches and identifies potential funding sources from foundation, government, and socially responsible corporate funders, as well as alternative revenue-generating opportunities, such as fee-for-service trainings, grassroots fundraising projects, or revenue-generating publications
- Maintains an active prospects list and creates cultivation plans for new prospects
- Manages grant application development, including ensuring timely submission of all materials, drafting and compiling materials, and working closely with Program staff to develop content
- Maintains and builds organizational relationships with funders, including actively building relationships with new prospects and raising SCOPE's organizational profile
- Maintains effective monitoring and tracking systems for all grants
- Works with Program staff to develop program or project-specific grant proposals
- Presents fundraising updates to SCOPE's Board of Directors, as needed
- With the Executive Director and the Executive Management Team, leads the development and implementation of an overall fundraising strategy for SCOPE Action, the 501c4 arm of SCOPE, including research and cultivation of donors and managing and writing c4 grant applications
- Works with the Advocacy Fund (c4 fiscal sponsor) and relevant staff to produce budgets and financial reports for SCOPE Action

#### *Development of SCOPE's Individual Donor Base (20%)*

- Develops and implements a plan to increase the percentage of individual donors in SCOPE's overall revenues
- Oversees and collaboratively implements individual donor cultivation strategies and fundraising events, including annual grassroots donor and membership drive

- Oversees donor management, donor communications, and donation tracking
- Plays a lead role in developing and implementing fundraising special events as needed

*Financial and Department Management (20%)*

- As needed, participates in Executive Management Team meetings to integrate fundraising into organizational plans and strategies
- Provides direct supervision and guidance to Development staff, as needed
- Supports Administrative staff to produce financial reports and budgets
- Enters all donation and funder contact and relationship tracking into the database, keeping all development records up-to-date
- Enters the data for all fundraising income for both sibling entities into the database
- Works closely with finance staff to track the flow of all individual donations to both sibling entities, following all internal controls policies and reconciling all income monthly
- Maintains development calendar to ensure timely submission of grant letters of inquiry, grant proposals, grant reports, other funder reporting requirements, and other key development dates
- Actively participates in monthly staff meetings, organizational events, annual staff retreats, and other activities required of staff or as part of the Administrative team

**Essential Knowledge and Abilities**

- Minimum of 5 years of development and fundraising experience required
- A strong track record of successful fund development and/or donor cultivation at the \$250,000+ level in a non-profit organization
- Excellent writing and editing skills with the ability to synthesize complex ideas and tell compelling stories
- Actively builds a culture of collaboration, accountability, and integrity
- Excellent time and work management skills and the ability to manage multiple projects efficiently
- Meticulous attention to detail
- Strong research and analytical skills
- Progressive leadership experience with strong relationships, management skills, and strategic decision-making skills
- Ability to develop and implement an organization-wide fundraising vision and strategy
- Understanding of the social justice movement and fundraising landscape, as well as relationships with local foundations, is highly desirable
- Self-starter who is motivated and works well independently
- A natural collaborator and team-player with demonstrated problem-solving abilities
- Commitment to racial justice and building the capacity and power of low-income communities of color
- Familiarity with 501 c3/c4 structures preferred
- Experience preparing budgets
- Familiarity with grassroots organizing, voter engagement, and campaigns preferred
- Event planning experience is a plus
- Bilingual in English/Spanish is a plus

**Employment Type:** This is a full-time, exempt position, at-will staff position. Exempt employees are expected to work the appropriate and necessary time within reason in order to complete key assignments and related tasks on schedule.

**Compensation & Benefits:** Competitive salary range dependent on experience, fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

**To Apply:** Send 1) cover letter, 2) resume, 3) development-related writing sample, and 4) three professional references via email to: [info@scopela.org](mailto:info@scopela.org) | Please include “**Development Manager**” in the subject line.