

Calling Up Justice Development Coordinator Job Description

"If you have come to help me you are wasting your time, but if you have come because your liberation is bound up with mine then let's work together."

-Aboriginal Activist Sisters

About the Practice

Calling Up Justice, led by Claudia Alick, is a transmedia social justice practice producing performances of justice onstage, online, and in real life. In the face of a global pandemic and racial justice crisis, our practice was uniquely prepared and positioned to respond. We use digital technologies to collaborate nationally and asynchronously, create and broadcast content, generate social justice, join and lead think-tanks, and manage a tech co-op. Our practice centers on an intersectional lens; incubating and developing a more accessible, decolonized, anti-racist, gender equity, anti-capitalist design. We produce, perform, advise, consult, and partner with individuals and organizations nationally, creating ripple effects of positive impact.

About the position

Our practice grew exponentially during the pandemic and we are right-sizing to respond to the increased content and audience demand. We are seeking a Development Coordinator to help boost our administrative capacity as we experience increased fundraising activity. This is an opportunity to help design and build.

Join us in communicating and building with exciting partners who want to invest in creating cultural productions of justice. Join us in the joy of making this all possible with more ease. As Toni Cade Bambara said "The role of the artist is to make the revolution irresistible". Join us in making decolonization, anti-racism, disabled justice and liberatory practice irresistible!

Essential Duties and Responsibilities

- (1) Collaborate with CUJ leadership to manage our donor database, including scheduling meetings and tracking outcomes and next steps.
- (2) Manage the gift processing and stewardship function, including accurately recording gift transactions, and preparing tailored and timely gift acknowledgement letters.
- (3) Participate in fundraising strategy meetings.
- (4) Collaborate on tracking grant proposals and reports. Room to learn about grant writing and be mentored as a grant writer if interested.
- (5) Research, identify, rank, and assist with the cultivation of new prospects.
- (6) Carefully track all development activity, including creating reports as needed and maintaining accurate and organized funder files on shared Google drive.
- (7) Work with CUJ leadership to manage the distribution of digital appeals, maintaining accurate donor list segmentation.
- (8) Assist in the planning and execution of fundraising events, including support with collateral and visuals, invitation tracking, day-of needs, and post-event follow up.

Qualifications

- (1) Share CUJ's commitment to an anti-racist and pro-justice practice
- (2) Proficiency in Google Drive and Google documents

- (3) Excellent written, interpersonal, and verbal communication skills
- (4) Meticulous attention to detail
- (5) Ability to learn and adapt quickly
- (6) Excels at staying on top of multiple deadlines
- (7) Strong organizational skills
- (8) Must be able to prioritize and work independently and also enjoy working closely with team members.

Resource Exchange

We are looking for collaborators not contractors. This is not work for hire. We work on a radical generosity model. Empowering our practice members to have agency to craft their own commitments allows us to invest in our collaborators on a level of need rather than a false “equality” model. We acknowledge that determining “personal need” is an act of intimacy. We thoughtfully welcome candid conversations that empower every company member to advocate for themselves and their community. This equity model pulls from a shared pool which we are currently growing through donations and passive income streams. However it is paramount that Capitalism is not centered in our practice-- a shared commitment to shaping and shifting the world is.

This position could be a fulfilling position for a full time worker or student looking to connect to larger justice movements for approximately 6-8 hours a week. We provide mentorship and training as appropriate.

Please email a short cover letter detailing relevant experience, your desire to engage in this work with Calling Up Justice, and the world you are trying to manifest. Include CV or resume, with minimum of 2 references and availability for interview on Saturdays and Sundays to CallingUpJustice@gmail.com

We encourage applications from BIPOC (Black, Indigenous, and people of color), Women, LGBTQ+, and people with disabilities. CUJ is committed to being an antiracist organization and strives to remove barriers that might discourage any person from working here.