



# DONORS OF COLOR NETWORK

## **JOB DESCRIPTION**

### **Deputy Director of Membership and Growth**

The Donors of Color Network (DOCN) is a first of its kind cross-racial community of donors committed to engaging their collective power towards racial justice.

We are seeking an experienced, full-time Deputy Director of Membership and Growth to support the members leaders who are the heart and soul of our organization and to drive the sustainable growth of our new and powerful Network.

This is a senior management position charged with devising, managing and inspiring strategies for growth of the Network through membership recruitment, fundraising for operations and programs, long-term resource development, and operations. This position also supports Board committees working on membership and resource development and reports directly to the Executive Director.

The ideal candidate will be highly values-aligned, eager to learn and grow, adept at relationships with people of a wide range of identities and cultures, be a collaborative team member and an experienced, effective manager. This could be a dream job for:

- An experienced professional with expertise in development and a background in building and growing a membership organization;
- A movement builder who has worked in social and racial justice movements and engaged in community-building and is passionate about justice and resource development;
- A manager who is comfortable with organizational operations, board development, and supervision of a team;
- An organizer with deep fundraising and leadership experience who wants to put their skills to work in the service of building innovative strategies to increase funding for Black, Indigenous, People of Color (BIPOC) leaders and organizations.

This Deputy Director will play an essential role in realizing our strategic vision by leading our work to support, engage and expand the individual and institutional memberships of the Network; to secure funds from values-aligned foundations and individual donors; and by

developing visionary strategies to mobilize significant resources for groups working to end systemic racism and structural white supremacy.

## **Responsibilities:**

### **Leadership & Management**

- As a member of the senior management team, collaboratively develop and create a healthy and vibrant culture of mutual caring and highest standards of work.
- Supervise, mentor and inspire the membership and development team and consultants.
- Oversee the creation, management and evaluation of revenue and membership budgets, fundraising campaigns and activities.
- Represent DOCN in leadership roles in external networks and alliances, in public speaking, and attending events and meetings as needed.
- Lead short-, medium- and long-term planning for the growth of the Network (through development, membership, and partnerships) in coordination with overall organizational priorities.

### **Development**

- Work in partnership with ED and staff to create and implement a diversified fundraising plan that meets the annual budgetary needs of the organization as well as strengthens its long-term sustainability. This includes institutions and foundations, major donors, individual donors, planned gifts, and a variety of donor organizing opportunities.
- Develop and manage a comprehensive and diverse fundraising program, including designing necessary databases, systems and materials for major donor giving, grant writing and grant research, and events-based fundraising.
- Oversee design and implementation of systems of data entry, gift acknowledgement, grants databases, grant reporting, and volunteer management with respect to fundraising.
- Support the Executive Director and Board members in their development and fundraising work.
- Ensure donor and member stewardship.
- Manage a significant portfolio of high-end donors that support the operations of the Network, including foundations, institutional members, and Founding Members.
- Advance the DOCN philosophy of decolonizing philanthropy to other individual donor and philanthropic networks.

### **Membership Program Leadership**

- Manage team to design and implement strategy for member recruitment, retention, renewal and engagement, for both individual and institutional members.
- Lead team to devise and implement membership management and tracking systems, including accurate databases of existing and past members, prospects, renewals, tracking member giving, member interests and priorities, and member leadership and engagement.

- Create and oversee systems for member communications with all categories of members.
- Lead team to plan and run member gatherings, briefings, workshops and other meetings.
- Oversee planning and conduct of member interviews with Donor members and prospective members who are HNW donors of color, and insure data are accurately maintained.
- Manage and work closely with the Board/DOCN Membership Working Group to engage and enlist member leaders in recruitment, retention and engagement of DOCN members.

### **Member Community Learning and Engagement**

- Lead planning of annual membership conference
- Oversee team's plans and strategies to build donor learning, leadership and engagement through local and regional events to engage donors in their home cities, partnerships with allied organizations, attendance and participation at conferences and events.
- Prioritize diversity of DOCN network's membership by devising strategies with team to prioritize Native, Latinx, Arab/Middle Eastern, South Asian, and young donors
- Develop donor learning opportunities
- Ensure donor leadership and engagement is central to the membership program
- Maintain and enhance the array of services that the Network provides to various donors and their funds, ensuring consistently exceptional donor service.
- Ensure ongoing leadership development and strategies for communication with existing donors.

### **Required Qualifications:**

- Commitment to the mission of DOCN; demonstrated commitment to racial justice and equity, social movements or community organizing
- At least five (5) years of experience in membership (preferred) or development work with success in fundraising at six figure level and above
- Demonstrated ability to quickly connect, build trust and develop authentic relationships with people from a variety of backgrounds
- Perform additional tasks with flexibility as needed for a fast developing organization
- Strong active listening skills
- Highly organized, with strong project management skills
- Demonstrated ability to build and work collaboratively with a team
- Experience and success in a supervisory capacity
- High level of self-organization with close attention to detail
- Demonstrated understanding of and ability to communicate about complex issues, with accountability and deference to those most impacted by those issues
- Excellent oral and written communication skills
- Flexibility and capacity to travel domestically and internationally up to 20% time (when safe to do so)

***Preferred Qualifications:***

- Experience in grant writing
- Experience in managing budgets, financial information, and forecasts
- Proficiency with MS Excel, MS Word and Powerpoint, Slack, AirTable and/or other data tools

**Compensation & Benefits**

Full-time position; starting salary \$100,000 - \$125,000; health benefits, paid sick time and vacation.

**About the Donors of Color Network**

The Donors of Color Network is the first, cross-racial, membership-based community of high net wealth donors and movement leaders committed to building the collective power of people of color to achieve racial equity. Donors of Color maintains a virtual office. This position can be based anywhere in the continental United States.

**To Apply: Email a cover letter and resume to:**

[hire@donorsofcolor.org](mailto:hire@donorsofcolor.org)

**Open until filled**