



**PUBLIC JUSTICE**  
IMPACT. CHANGE.

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West Coast Office 475 14th Street, Suite 610, Oakland, CA 94612

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## **JOB ANNOUNCEMENT**

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**Please post and inform potential applicants.**

**March 2022**

### **Director of Foundation Relations Washington, DC**

Public Justice seeks a full-time Director of Foundation Relations to cultivate and steward current and prospective foundation funders. Public Justice is a non-profit legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. In particular, we ensure access to the civil justice system, protect the civil rights of students, boldly lead efforts to reform the industrial agriculture system, fight to end modern-day debtors' prisons, enforce the nation's most important environmental laws, and much more.

This is a unique and exciting opportunity to help support fundraising efforts for some of the most critical legal and social issues facing the country. Working within a small Development Team, the Director of Foundation Relations will have an opportunity to further build upon a grants program that has experienced rapid growth in revenue over the past three years. The Director of Foundation Relations will be the lead staff member on all foundation and grant related work, including introducing Public Justice's work to private sector foundations and family foundations that share Public Justice's principles. This staff member will be responsible for drafting proposals, letters of inquiry, grants reports, and cultivating and stewarding foundation partners. Working with the Senior Director of Development, Project Directors and Staff Attorneys, the Director of Foundation Relations will play an integral role in generating the income necessary to sustain the organization's mission and practice areas.

This position is open immediately, is an exempt position and reports to the Senior Director of Development. Our preference is that the position will be based in Public Justice's Washington, DC or Oakland, CA office, but we will consider applications from especially qualified candidates seeking to work from other parts of the country.

### **Job Responsibilities:**

- Develop and implement a comprehensive foundation fundraising program which will generate gifts from private foundations and family foundations that share Public Justice's principles;
- Direct, maintain, and grow a strategic foundation gifts program; establish criteria for identification of appropriate prospective foundation and trust funders; use these criteria and refine as necessary;
- Proactively identify, cultivate, solicit, and build relationships with foundation supporters in furtherance of Public Justice's mission and goals;
- Draft and finalize grant proposals, letters of Inquiry, and respond to requests for proposals; track relevant deadlines; meet with staff and members of the Management Team to gather necessary information to prepare these documents;
- Working closely with the Development Director, evaluate Public Justice's litigation areas for possible funding opportunities of interest to foundation and trust prospects;
- Grow and manage a portfolio of 50-100 foundation prospects, direct and conduct relevant research;
- Work with the finance and accounting teams on grant budget development and grant spending reports;
- Develop and implement best practices in cultivation and interaction with foundation prospects and donors;
- As requested, produce articles, updates and reports, both for internal and external purposes as well as grant reporting requirements;
- Respond to inquiries and requests for information from foundation supporters and others, when appropriate; if possible, proactively identify potential information needs;
- Maintain relevant electronic files on all prospective, current and past foundation supporters, utilizing the Development Team's database and other systems;
- Where possible, assist with other resource development activities, such as writing appeals and researching other prospective financial supporters.

### **Requirements and Qualifications:**

- 7-10+ years of previous experience in foundation management and/or grant-writing;
- Direct knowledge and experience of research, ideally of private foundations and trusts;
- Successful, provable track record of securing foundation gifts at the five- and, six-figure – and ideally seven-figure – levels;
- Well-developed, demonstrably effective writing skills;
- Significant proficiency in managing grant budgets;
- Problem-solver able to creatively and effectively overcome obstacles;
- Proven ability to successfully motivate lateral and more senior colleagues to provide necessary support for grant and reporting requirements;

- Working knowledge and understanding of donor/membership databases is preferred;
- Good judgment and ability to maintain confidential information;
- Excellent attention to detail, planning and organizational skills;
- Experience working with Microsoft office suite (Outlook, Word, Excel, PowerPoint); high level of comfort working with online applications;
- Experience managing a grant portfolio for a multi-issue or legal advocacy organization, especially in the areas of racial or gender justice, LGBTQ+ equality, and/or environmental justice, is strongly preferred.

### **Salary and Benefits:**

Public Justice offers a generous benefits package, including three weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal holidays and some local, employer-paid health, dental and vision insurance premiums, and a 401(k) plan. Salary will be in the range of \$115,000 - \$125,000, depending on experience. We are open to feedback from the market and would welcome the ability to connect with potential candidates who may be outside of the compensation band as part of our commitment to equity in pay practices. Public Justice requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement, including remote work, based on disability or a sincerely held religious belief will be considered.

Please send your cover letter, resume, writing sample, and contact information for three references to [ksimon@publicjustice.net](mailto:ksimon@publicjustice.net). The application deadline is **March 31, 2022**, at which point applications will be reviewed on a rolling basis until the position is filled.

Public Justice is an equal opportunity employer and values a diverse workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email [lhughes@publicjustice.net](mailto:lhughes@publicjustice.net).

No phone calls please. For more information on Public Justice, please visit our website at <http://www.publicjustice.net>.