



PUBLIC JUSTICE
IMPACT. CHANGE.

National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036
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JOB ANNOUNCEMENT

Please post and inform potential applicants.

August 2022

MEMBERSHIP MANAGER

Public Justice is looking for a talented and creative fundraiser with a passion for building, sustaining, and growing donor relationships and an interest in communicating Public Justice's work, and progress, to our most dedicated supporters.

Public Justice takes on the biggest systemic threats to justice of our time – abusive corporate power and predatory practices, the assault on civil rights, and the destruction of the earth's sustainability. We connect high-impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice.

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 qualified immunity and modern-day debtor's prisons, enforce the nation's most important environmental laws, and much more.

This is a unique and exciting opportunity to help raise funds for some of the most critical legal and social issues facing the country. The Membership Manager works with the Senior Director of Development to develop and implement strategies for acquisition, retention, and cultivation of major donor members (\$6,000 +) and mid-level members and supporters (i.e., those who give \$300-\$2,999 annually).

This position is open immediately, is part of the organization's Department of External Affairs, and reports to the Senior Director of Development. Our preference is for this position to be based in our Washington D.C. office, but we will consider applications from especially qualified candidates seeking to work in our Oakland, CA, office, or remotely from other parts of the country. This is an exempt position and open immediately.

Job Responsibilities:

1. Lead all membership acquisitions, cultivation, renewal and upgrading activities for identified categories of members and prospects; draft compelling and effective solicitations, recruitment and renewal correspondence for Public Justice Foundation

members and prospective members. Manage the distribution process for these correspondences.

2. Identify, develop and implement creative strategies and campaigns geared toward increasing both total membership and annual member income. Establish and meet overall membership goals annually.
3. Respond to membership inquiries; interact with donors and prospects via phone, email, social media, and at cultivation and fundraising events. As needed, travel to events to promote membership and to support other Development Department activities.
4. Manage monthly renewal program and seek ways to improve and streamline membership renewal efforts. Where possible, work to encourage members to transition to monthly giving option.
5. Manage the Annual Phonathon, the organization's volunteer fundraising drive. Lead Board and volunteer trainings; manage ongoing updates to online fundraising platform (Justice Builder) with web developer; act as project manager to assist Development Team in event execution; plan and purchase all event décor and materials; and, manage process with vendors for creation of prizes and awards.
6. Work with Public Justice's Membership & Outreach Committee and the Development Committee to encourage methods of growing membership base.
7. Supervise the regular maintenance and accuracy of membership data in the donor database and in the online Member Directory.
8. Plan and manage series of regional member and major donor events, working in conjunction with the Senior Director of Development, Director of Strategic Partnerships, and Senior Meetings and Events Manager.
9. Coordinate with the Senior Director of Development and other development staff on special individual giving and membership campaigns, including end of year fundraising campaign, Board and Committee fundraising drives, social media fundraising campaigns, and peer to peer fundraising campaigns.
10. As requested, produce articles, updates, and reports on membership activities.
11. Provide monthly membership fundraising reports to the Membership Committee.
12. Perform routine administrative duties and other tasks as assigned.

Requirements and Qualifications:

- 2-4 years of previous experience in membership and/or fund development;
- Comfort designing, implementing, and training others on technological tools;
- Customer-service mentality in a fast-paced, detail-oriented environment;
- Good judgment and ability to maintain confidential information;
- Excellent written, interpersonal, and verbal communication skills;
- 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 working with database platforms DonorPerfect or EveryAction is desired but not required;
- Healthy sense of outrage and desire to change the world for the better;
- Willingness to travel, on occasion, to Board meetings and other membership recruitment events (10% of the time).

Salary and Benefits:

Public Justice offers a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We provide excellent benefits, including at least three weeks of paid vacation, four-day work week, two weeks of sick leave, two personal days each year, all federal and some local holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan.

The salary for this position will be between \$61,000 and \$75,000, depending on experience. 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.

Interested candidates should send a resume, cover letter, writing sample, and contact information for two references by e-mail to Kelly Simon, Senior Director of Development, at KSimon@publicjustice.net with the subject line ‘**Membership Manager.**’ Applicants are encouraged to submit their materials by September 15, 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.