JOB DESCRIPTION
Interim Executive Director

Mission Statement
The Grassroots Institute for Fundraising Training (GIFT) is a multiracial organization that promotes the connection between fundraising, social justice and movement-building. We believe that how groups are funded is as important to achieving their goals as how the money is spent, and that building community support is central to long-term social change. We provide training, resources and analysis to strengthen organizations, with an emphasis on those focused on social justice and based in communities of color.

We believe:
- Social justice organizations are more effective when they have a broad base of individual donors
- The leadership of people of color in fundraising is important for building strong social justice movements
- Fundraising, program, and organizing need to be integrated so that all staff, board, and volunteers are aware of and involved in all aspects of the work

GIFT is a 501(c)(3) nonprofit organization.

GIFT’s History
GIFT was started in 1996 by the Center for Third World Organizing and the Southern Empowerment Project, two longtime organizing training centers. They believed that grassroots groups working for social change needed an organization to teach fundraising skills and support people of color to be fundraisers. The Grassroots Fundraising Journal was co-founded in 1981 by Kim Klein and Lisa Honig, who saw that most of the resources on nonprofit fundraising are not applicable to grassroots groups, especially those challenging and changing the status quo.

GIFT and the Grassroots Fundraising Journal merged in 2008. The new organization continues to be called GIFT and the magazine it publishes is still called the Grassroots Fundraising Journal.

GIFT’s Current Moment
GIFT is currently wrapping up a strategic planning process, and will soon have a 5-year plan, with a new mission and vision for the organization. The new plan includes new programming, new staffing, a growing board, a new overall organizational structure, and significant financial growth to meet this program and staff growth.
GIFT seeks an interim director to take the lead on bringing the plan to life, and lay the foundational implementation, in partnership with the board, staff, and other stakeholders. The interim executive director will take the lead in major fundraising and being a spokesperson for the organization. The interim director will have three primary internal strategies: coordination across stakeholders; evaluation, assessment, and feedback on operations and programming; and leadership in guiding a change process.

**Fundraising**
GIFT will need to grow its budget significantly in order to meet the new programming in the strategic plan. The Interim Executive Director will be responsible for leading the fundraising from foundations, to grow the GIFT budget to meet the new needs. This will be one of primary areas of work for the interim Executive Director, with support from a consultant or (interim) Resource Development Director, who will also take lead on fundraising from individuals.

**Staffing and Programs**
For the past few years, GIFT has operated with a shared leadership model in a staff collective, in which all staff members are co-directors of the organization and direct their own areas of work. Now, we anticipate moving to an executive director model, while still supporting significant leadership from staff. However, this is some of what the Interim Executive Director will be taking the lead in determining, ultimately making a recommendation to the board and other staff members. The interim executive director will serve as a connector and anchor for a staff that is taking lead on their own work, based in multiple locations, and will support staff in prioritizing work areas, given a multitude of work areas and demands on the organization.

GIFT will also begin to launch new programming during the next 12 months. The Interim Executive Director will serve as a partner and guide to the Program Director in developing new programming that aligns with the new strategic plan, and presenting it to the board. The interim Executive Director will be responsible for fundraising for this new programming. New program buckets are: 1) Training & Innovation; 2) Incubator hub; 3) Movement Collaboration & Building

**Communications**
The Grassroots Fundraising Journal and the GIFT website will also undergo an entire re-vamp. GIFT will hire a consultant, interim Communications Director, or permanent Communications Director, who would lead these processes, in partnership with staff, board, and other stakeholders. The Interim Executive Director will be responsible for hiring for that position.

**Timeline**
This is a temporary position for one year, with the possibility of an extension of up to 6 additional months (18 months, full appointment), based on the outcome of an annual performance evaluation and depending on GIFT’s need and mutually agreed upon updated goals and responsibilities.

**Job Duties**
The Interim Executive Director will report to the board, and supervise the staff.
Fundraising
- Raise a significantly larger budget, to support major new areas of programming
- Nurture relationships with current foundation funders
- Prospect and nurture new foundation relationships

Organizational Development
- Design new staffing structure, with review and approval from board and staff
- New staff hires
- New consultant hires

Staff Supervision & Support
- Regular check-ins with each staff member to oversee and coordinate the work of the organization
- Coordinate and facilitate staff meetings and staff retreats

Board Coordination
- Partnering with the board to create the agenda
- Facilitate the board meetings, in collaboration with board members

New Program Development
- Serve as a partner and guide to the Program Director in developing new programming that aligns with the strategic plan

Communications
- Hire a Communications Director to lead a full re-vamp of GIFT’s external communications
- Partner with new communications hire on the full re-vamp

Finance & Administration
- Partner with Finance Director to steward the financial health and systems of the organization. GIFT has excellent financial systems and history of clean audits.

Qualifications

Required
- Ability to have a big vision, in line with the strategic plan, and to convey that vision to multiple stakeholders
- Experience partnering with an active, engaged board to move an organization forward
- Leadership experience in multiple organizations, projects, or campaigns, including experience shepherding the implementation of a new strategic plan or organization transition
- Experience with and knowledge of interpreting financial statements and overall stewardship of good financial health
- Experience in successfully fundraising major grants from multiple foundation partners
- Experience in program evaluation
- Experience in developing and working collaboratively with a team, with a focus on leadership development
● Demonstrated commitment to GIFT’s mission and past or current participation in GIFT’s programs
● Experience in progressive social justice/grassroots organizing experience, background, and/or politic, in line with GIFT’s mission and values

**Desired**
● Experience managing and/or working in virtual organizations
● Bi- or Multi-lingual, as part of connection to multiple communities

**Compensation**
$60,000 -- $65,000 for 12 months, salary at full time (35 hours/week), depending on experience.

**Application**
To apply, please send resume, cover letter, writing sample, and reference list to Lorraine Ramirez, Board Member, lorraine.m.ramirez@gmail.com.

Job posting released on June 6, 2018. Applications accepted and reviewed on a rolling basis.

GIFT is an equal opportunity employer. It is our policy not to discriminate on the basis of race, color, national origin, gender, age, disability, sexual orientation, or other protected status.

People of color are strongly encouraged to apply. GIFT is an EOE and queer-friendly employer.