

# Thousand Currents

## Job Description

<b>Title:</b>	Philanthropic Partnerships Coordinator (Development Associate)
<b>Location:</b>	Flexible (in the US)
<b>Position:</b>	Full time Exempt
<b>Team:</b>	Philanthropic Partnerships
<b>Position Reports:</b>	Director of Donor Organizing
<b>Compensation:</b>	\$60-65k

## Position Summary

The Philanthropic Partnerships Coordinator is a key team member in planning, executing, and evaluating Thousand Currents' tracking and assessment of the individual and institutional funder base as well as programs for engaging current and emerging donors. We are seeking a Philanthropic Partnerships Coordinator who is excited and energized by data and data management systems, and who understands the importance of data-driven donor analysis to fundraising success. The Philanthropic Partnerships Coordinator works within the Philanthropic Partnerships team (PPT) and collaborates deeply with the Operations/Finance team.

The Philanthropic Partnerships Coordinator focuses on two main aspects of this work: (1) ensuring robust and timely fundraising data, tracking, and systems; and (2) providing quality logistics support for virtual events and thoughtful donor engagement and development strategies.

The Philanthropic Partnerships Coordinator will report to the Director of Donor Organizing and work closely with the Director of Philanthropic Partnerships, the Philanthropic Partnerships Team, and the Accounting and Database Manager.

The Philanthropic Partnerships Coordinator brings to this work a commitment to human rights and social justice and to ensuring that Thousand Currents' communications with donors and other stakeholders is consistent with our [organization's values](#), [Fundraising Vision](#) and with the [Association of Fundraising Professionals Code of Ethics](#).

## **Essential Functions**

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### **1. Fundraising & Administrative data and systems (approximately 60% time)**

- In close coordination with PPT and the Operations/Finance team, lead on ensuring all gift, grant, donor information is tracked in Thousand Currents' Salesforce database and any other appropriate locations in timely, routine, systematic, and detailed ways;
- Leads development and implementation of donor acknowledgement, especially during but not limited to the year-end appeal;
- Lead on developing, maintaining, and generating custom reporting that interpret giving information, distinguish funding sources, and identify patterns in support of targeted funder engagement strategies;
- Work closely with Database and Accounting Manager to strengthen systems of donor tracking and acknowledgement;
- When appropriate, participate in implementation of discrete fundraising programs such as the Baobab (Reserve) Fund and planned giving;
- Scheduling support to the Director of Philanthropic Partnerships, and as needed.

### **2. Logistics for donor education, engagement, and organizing programs (approximately 30% time)**

Provide high quality support for donor education, community-building, and action-oriented initiatives that build a strong, cohesive community of individual & institutional donors advocating for social and economic justice and grassroots leadership. Specifically, the Philanthropic Partnerships Coordinator:

- Provides high quality tech & logistics support for all events run by the Philanthropic Partnerships team. This includes roughly 5 virtual donor events per year on platforms like Zoom and, working with the Operations team,

exploring alternative platforms and strategies for enhancing the logistics side of virtual donor spaces.

- When events are in person, depending on skill level and experience, the Philanthropic Partnerships Coordinator will work with other staff or consultants to coordinate various aspects of in person event management, including but not limited to, supplies, materials, printing, travel logistics, coordination with venues and vendors, logistics support for staff, partners, or others traveling for the event;
- Provides leadership on opportunities for further donor engagement such as a package for new donors, creative experimentation with thank you gifts, and otherwise being a thought leader behind fully engaging donors in a timely fashion after they give;
- Collaborates on strategic development of engagement trajectory & outreach strategies for new potential donor communities to Thousand Currents, including both major donors and an expanded grassroots donor base.

### **3. Participate in organization-wide learning, cross-program partnership and administrative efficiency (10%)**

Along with all other staff, this position contributes to Thousand Currents' culture of entrepreneurship, teamwork and continuous learning and does what it takes to ensure that Thousand Currents staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:

- **Participate in learning and planning activities**, including staff meetings, retreats, trainings, planning and strategy sessions.
- **Pitching in when needed for organization-wide activities**, such as the Thousand Currents Academy, annual events, fundraising drives, partner visits etc.
- **Supervising and project management of relevant volunteers and interns**, and ensuring that they have a positive learning experience at Thousand Currents.
- **Managing our own regular administration**, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

**Note:** Thousand Currents is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned.

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## Key skills, education and experience

- Minimum 2-3 years of work or comparable experience
- Commitment to [the mission, vision](#), and values of Thousand Currents
- Strong analytical skills and good sense of database logic for pulling reports, comfortable with producing high volume of reporting, formatting and analyzing data (on Excel and through Salesforce Reports)
- Demonstrated understanding of fundraising as organizing, and the importance of developing a diverse donor base that is engaged beyond their dollars
- Strong computer skills – specifically in Salesforce, Mac environment, and MS office fluency.
- Excitement to lead and innovate on the use of data to enhance fundraising and donor organizing
- Tech savvy and comfort with virtual spaces (such as Zoom); experience in virtual event logistics
- Comfortable and confident working remotely as well as part of a team in a collaborative environment
- Is a strong workplanner: able to create long-term goals with measurable outcomes, break them down into short-term steps, and balance the long-term vision with short-term needs and opportunities
- Impeccable attention to detail
- Impeccable people skills and ability to build and maintain relationships particularly across differences
- Brings a strong anti-oppression, liberatory analysis and framework
- Is excited to innovate, experiment, execute, and evaluate with events and other engagement opportunities for donors and community members.

**PHYSICAL REQUIREMENTS:** The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings at locations nationally and internationally. Availability to travel and maintenance of a valid passport is required. National or international travel represents approximately 10% of the time for this position. Thousand Currents will make

reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**EQUAL EMPLOYMENT OPPORTUNITY:** Thousand Currents is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

**HOW TO APPLY:** Please submit a cover letter, maximum of one page, and resume to [jobs@thousandcurrents.org](mailto:jobs@thousandcurrents.org) with "PPT Coordinator" in the subject line by October 30, 2020. The ideal start date for this work is December 1, 2020. Due to the volume of applications we will only contact applicants that have been moved to interview rounds.