

Thousand Currents

JOB DESCRIPTION

Title:	Donor Education Manager
Location:	Remote, Flexible within the United States, and open to outside of the United States.
Position:	Full-time
Position Reports:	Director of Philanthropic Partnerships
Compensation:	\$70,000 - \$75,000

THE OPPORTUNITY

Thousand Currents is excited to hire its first Donor Education Manager! This role will be key to mobilizing our base of over 950 individual and institutional donors to learn, shift practices, and take action on our three issue areas: climate justice, economic justice, and food sovereignty.

We are a dynamic, values-based global organization of over 20 staff, in the midst of a period of significant growth in a rapidly evolving environment. After several years of sustained growth, we are seeking an experienced self-starter, dynamic Donor Education Manager to join our Philanthropic Partnerships team.

The ideal candidate is creative, enjoys relationship-building and team coordination, and has strong project management skills to be able to do both independent work and develop systems to meet the needs of a growing program and organization.

ABOUT THOUSAND CURRENTS

For nearly 35 years, Thousand Currents has invested in and learned from more than 1,000 community-led initiatives in over 40 countries. Today, Thousand Currents is a public foundation funding grassroots organizing that addresses the interdependent issues of food sovereignty, alternative economies, and climate

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justice in the Global South. We partner with an ecosystem of grassroots-based formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America.

Too often, resource and investment decisions are made without the input and participation of the people who contribute the least to – and are most impacted by – large-scale global problems like climate change, inequality, poverty, and corporate-based food systems. Thousand Currents has intentionally flipped this dynamic, choosing instead to build long-term partnerships with movements and organizations led by women, youth and Indigenous Peoples. This means honoring their leadership and wisdom, their right to self-determination, and their transformative solutions to global challenges.

In addition to long-term flexible partnership and financial resources, we support our partners in strengthening their impact by linking them with each other and with broader social change movements at regional, national, and global levels through convenings, learning exchanges, and conferences; facilitating the creation and sharing of knowledge practices and resources; and amplifying their solutions to redirect the flow of resources and relationships within philanthropy.

At the same time, we use our position and influence as a vocal and visible advocate for grassroots-led social change, bridging emerging approaches and learnings from the Global South with philanthropic models and practices from the Global North. We do this through our Philanthropic Partnerships program, where we work with donors to adopt transformative practices that dismantle injustice and inequity. Through trainings, workshops, tools, and resources, we help donors strengthen their relationships with grantee partners in alignment with their values and missions. And we bring them together to cultivate a just, equitable, and inclusive philanthropic and social impact investment sector through our practice communities: [Thousand Currents Academy](#), [Buen Vivir Fund](#), [CLIMA Fund](#) and [Africans In The Diaspora](#).

The values that underpin and shape our work and approach are **courage, humility, creative collaboration, experimentation, and interdependence**. These values have allowed us to create new -- respectful -- models of partnership and collaboration.

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POSITION OVERVIEW

The Donor Education Manager is responsible for leading, coordinating, and developing ideas and activities to build and expand Thousand Currents' donor education program. This includes both managing existing donor education work, and developing our new education programming. Overall, the program's goals are to:

1. Continue engaging and building relationships with our current donor base,
2. Educate and inform our donor base, and as appropriate, deepening their level of connection to our three issue areas (climate justice, economic justice, and food sovereignty),
3. Practice solidarity with frontline communities, as they learn about challenges and successes of our grassroots partners, and
4. Spark and support donors to become effective advocates for grassroots solutions and solidarity-based practices in philanthropy.

Areas of responsibilities will include expanding our existing Academies program, supporting giving circles, and innovating donor events (online & in person) that combine political education and philanthropic action, as well as developing new programs to meaningfully engage our donor base.

The Donor Education Manager will also have the opportunity to innovate and co-design trainings based on Thousand Currents' learnings and experience that can effectively educate and move our donor base and the philanthropic sector to be bolder in their commitment to shifting practices.

This role will collaborate closely with colleagues in Communications, Movement Partnerships, Learning Initiatives, and Operations to strengthen Thousand Currents' work in alignment with our [Theory of Change](#) and our 2022-2024 Strategic Direction. The Donor Education Manager brings to this role a strong 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](#).

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KEY ROLES AND FUNCTIONS:

- **Lead, manage and expand Thousand Currents' Donor Education Program (90%)**

Working under the supervision of the Director of Philanthropic Partnerships, the Donor Education Manager leads the coordination and implementation of the donor education program in alignment with Thousand Currents' theory of change and 2022-2024 Strategic Direction.

- **Lead, Develop, and Implement Donor Education Strategy (30%)**

- In collaboration with the Director of Philanthropic Partnerships, develop a Donor Education strategy plan to strengthen, expand, and innovate donor education activities in alignment with our 2022-2024 Strategic Direction
- Identify and build relationships with collaborative partners to amplify and strengthen our donor education program
- Identify target audience for each activity in collaboration with the Philanthropic Partnerships team
- Create and explore multiple options of learning vehicles and interactive platforms to enhance our donor education programs
- Collaborate with the Learning Initiatives team to co-design an effective evaluation tool to track, collect data, and learn changes made through the donor education program

- **Lead the Academies, our signature donor education Program (30%)**

- Work collaboratively with team colleagues and consultants to plan the design and execution of these Academies, including budget planning, financial management, project management, and evaluation
- Work with and support the Executive Director and the Philanthropic Partnerships team on recruitment strategy, application reviews, and cohort acceptance decision-making
- Work with the Communications team on communication strategy for Academies, including external collateral and website page development

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- Support the Faculty Team as needed, such as attending faculty planning sessions, scheduling calls, and administration support
 - Support the development and implementation of an Academy alumni engagement plan
 - Lead logistics related to all Academies, which includes managing outreach and recruitment, managing the logistics team, interpretation consultants to administering contracts, payments, and reimbursements
 - Manage Academy-related communications with external audiences, working with appropriate staff members as relevant for response to queries
 - Support with technology in collaboration with the Tech Team
- **Lead and/or collaborate on year-round donor education activities (30%)**
 - Lead the planning, management, and coordination of topical webinars for philanthropic audiences, including identifying key themes and collaborating with members of the Movement Partnerships, Philanthropic Partnerships, and Communications team to develop content
 - Collaborate and support the coordination of Thousand Currents' Giving Circles, including logistics, curriculum development and relationship-building
 - Explore new & experimental donor education activities
 - Collaborate with the Learning Initiatives and Communications teams on identifying key knowledge products the philanthropic sector may need as part of their participation in a donor education activity
 - **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 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:

- Showing up fully for learning and planning activities, including staff meetings, retreats, trainings, planning and strategy sessions;

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- 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; and
- Managing your 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.

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated lived and professional alignment with Thousand Currents' values and mission, including a strong commitment to racial, gender, class, social and environmental justice and equity. Commitment to our mission will be demonstrated through previous relevant work (including volunteering) in comparable settings. Experience with Thousand Currents' issue areas and grassroots movements in the Global South a plus
- Four or more years of relevant, comparable professional experience in donor education and/or organizing donor initiatives
- A track record of attention to detail and strong organizational skills
- Goals setting, program designing, financial planning, and management skills.
- Excellent planning and organizational skills to ensure effective coordination and implementation of activities; flexibility to change course as needed
- Is a strong workplanner and able to manage a team including multiple consultants, priorities, and work under deadlines;
- Understanding of the landscape of philanthropy and donor networks

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- Proven cross-cultural relationship-building skills and demonstrated cultural competency and resourcefulness
- Experience working independently and collaboratively across functions and teams in a primarily virtual environment
- Strong communication skills, particularly writing and editing. Public speaking experience in English is a plus.
- Ability to travel for periods of up to three weeks, one to two times per year.
- Bachelor's in a relevant field, or equivalent experience
- Familiarity with database systems, MS Office, Google, Apple suites
- Maintains confidentiality with respect to financial, donor, and organizational information

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 up to 25% of the time for this position. Please note that due to the COVID-19 pandemic, Thousand Currents has paused all staff travel until further notice. 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.

COMPENSATION, BENEFITS AND EXPERIENCE:

This is a full-time, exempt, salaried position. The salary range is \$70,000 to \$75,000. Exact salary will be determined based on the successful candidate's experience. Benefits include 100% employer paid health insurance premiums, partner/child coverage, a health reimbursement arrangement, sick and

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vacation leave, flexible holidays, and internal systems that engender a culture of mutual accountability to personal ecology, transparency, open communication, and opportunities for professional, personal, and leadership development.

HOW TO APPLY:

Please submit a substantive letter of interest (one page) and resume to jobs@thousandcurrents.org with “**Donor Education Manager**” in the subject line by **Friday, December 3, 2021**. Applications will be taken on a rolling basis until the position is filled. Due to the volume of applications, we will only contact applicants that have been moved to interview rounds.

EQUAL OPPORTUNITY:

Thousand Currents is an equal opportunity employer. As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We 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.