



Now Hiring: Development Manager

Location: Berkeley, CA

Position: Full time, FLSA exempt

Salary: \$50,000 - \$65,000 depending on experience

Benefits: Competitive and comprehensive benefits include 100% employer provided health, dental, and vision coverage for employees and dependents; a 401(k) plan; commuter benefits; generous PTO policy; flexible work culture; and more.

Reports to: Chief of Staff

Timeline: Applications accepted on a rolling basis. Position open until filled.

Our Story

The Story of Stuff Project, a Berkeley-based non-profit organization, works to transform the way we make, use, and throw away Stuff to be more sustainable, healthy and just. Over the past 10 years our trademark animated movies have garnered more than 50 million online views and motivated our Community to support hundreds of environmental and economic justice campaigns with their time, energy, and money.

Today, we inspire and encourage the civic engagement of the more than one million members of our global, online Community. Our videos and social media content engage millions of viewers each week in a solutions-oriented conversation; our campaigns enlist our Community members in efforts to protect our shared resources and make the economy work for everyone; and our learning and other tools support community leaders and grassroots groups in our network build their power.

Position Summary

The Story of Stuff is adding a Development Manager to our nine person staff to facilitate the continued growth of our fundraising program. The ideal candidate for this position is detail oriented, a strong written and oral communicator, and a go-getter who is excited about the opportunity to bring resources to movements for social and environmental change. The candidate will bring strong organizational, relationship management, and planning skills to this role and will serve as a driving force behind the team-oriented fundraising program at Story of Stuff, a \$1.6 million organization.

Job Duties & Responsibilities

- Coordinate a comprehensive fundraising program, including foundation, major gifts, and online giving campaigns, in collaboration with our leadership team and staff.
- Develop and manage annual organizational fundraising plan to ensure annual budget goals are met or exceeded.
- Lead the individual donor fundraising campaign of monthly donations, digital fundraising, and major gifts.

- Manage up to the Executive Director and other key staff by promoting their leadership and connections with key fundraising prospects.
- Coordinate foundation and donor relationship management by identifying leads, conducting prospect research, and setting up meetings.
- Manage foundation grant calendar by tracking due dates and deadlines, coordinating with the appropriate staff, and assisting with the writing of proposals, reports, and other updates.
- Lead in the utilization of a Salesforce-based constituent relationship management system and contact database by maintaining all fundraising data and pipelines, analyzing data, and producing reports for the board and senior staff.
- Participate in annual budgeting process by providing fundraising projections to Chief of Staff.
- Draft, design, and send donor communications like a quarterly dashboard, email updates, and solicitations

Qualifications:

- Bachelor's degree (or equivalent education / work experience) plus 3-5 years professional experience in environmental or social advocacy, fundraising, or programming in a non-profit or social-good setting.
- Previous experience in nonprofit fundraising is strongly desired; customer service or sales experience a plus.
- Superior written and verbal communication skills.
- Tech savvy with exceptional skill for database management and data analysis with Salesforce or Excel. Experience with ActionKit or a similar databases a plus.
- Highly organized, comfortable toggling between different activities, and attention to details is a must.
- Proven ability to meet deadlines and work both independently and in a team in a collaborative environment.
- Diplomatic and professional approach to problem solving. Ability to practice discretion and sound judgement with financial information. Ability to work well in a collaborative, team environment.
- Demonstrated commitment to and competency around diversity, equity, and inclusion.

How to Apply:

Send an email to Elisa Ringholm, Chief of Staff, at jobs@storyofstuff.org with this specific information in the subject line: Name - Position - Where you heard about the job.

Example: Jaiden Doe - Development Manager - Idealist

Please include:

- A succinct cover letter that explains why you want to join our team, including a how you would contribute to our our organization's commitment to diversity and inclusion.
- Your resume.
- A writing sample, such as a fundraising pitch, a grant proposal, newsletter, or blog.
- Three professional references.

Story of Stuff is committed to diversity, equity and inclusion. Women, people of color, LGBTQ individuals, and members of other minority or marginalized groups are encouraged to apply.