

# Mondoweiss

## **Job Posting: *Mondoweiss* Director of Development**

*Mondoweiss* is looking to hire a Director of Development. This is a great opportunity for an experienced person committed to an activist, social-justice approach to fundraising, who understands the principle that philanthropy can be a powerful tool for liberation. The ideal candidate will have broad skills to manage campaigns and processes, but also to build relationships to inspire donors to support journalism for human rights in Palestine.

A senior, full-time professional, the Director of Development will report to the executive editor and will supervise staff and contractors as necessary to achieve *Mondoweiss*'s growth goals—from creation of annual plans to execution, evaluation and improvement. This individual must be knowledgeable about all aspects of fundraising for social change and deeply committed to advancing *Mondoweiss*'s work.

The Director of Development will be joining a growing staff (currently eight creative and dedicated people) and will play a critical role in shaping the organization's culture.

### **About *Mondoweiss***

*Mondoweiss* is an independent website devoted to informing readers about developments in Israel/Palestine and related US foreign policy. We provide news and analysis unavailable through the mainstream media regarding the struggle for Palestinian human rights. To learn more, see [mondoweiss.net/about](http://mondoweiss.net/about).

*Mondoweiss* is a digital-first news source, which provides timely web, email and multimedia content. In addition to our online content, we have also produced print publications and intend more in the future. Since 2014, we have tripled our annual operating budget, which is almost \$700,000 this year. Primarily funded by reader support, we also receive some grants from private foundations and some earned income from merchandise and advertising.

### **About the Position**

*Mondoweiss* seeks an effective and dedicated leader who will design and implement a strategy for mobilizing constituents committed to independent journalism and justice for Palestine. The successful candidate will

- maximize the organization's income from private foundations, major donors, grassroots supporters, and earned income.
- contribute to building the *Mondoweiss* brand, and cultivate a culture of philanthropy among our staff and stakeholders.
- manage the organization's revenue budget and coordinate with finance and operations staff at our fiscal sponsor to ensure timely and accurate reports and projections.
- recruit and train fundraising staff and volunteer leaders.
- oversee creation and dissemination of all donor solicitation materials and acknowledgments.
- Stay on top of fundraising trends and the nonprofit community.

The successful candidate will be flexible, able to work with members of a very diverse community, and have the ability to handle competing priorities.

## **Responsibilities**

### *Planning and Reporting*

- Take responsibility for annual fundraising plan, including existing avenues and new tactics. Establish annual goals including dollars raised, retention rate, and new donor acquisition.
- Develop appropriate cultivation plans for existing donors. Develop a plan for donor recognition and moving donors up an engagement ladder.
- Perform comprehensive ongoing data analysis and evaluation for all aspects of fundraising. Assess against fundraising targets, share with other leaders and identify opportunities for improvement.
- Ensure fundraising activity and interactions are accurately and promptly tracked in donor databases and acknowledgement letters are generated in a timely matter.

### *Donor Relations—Major Donors*

- Nurture relationships with prospects and donors; oversee staff and contractors in identification, research, cultivation, solicitation and stewardship.
- Take personal responsibility for all major (\$500+/year) donor relationships.
- Cultivate lists of prospective donors using prospect research tools and in collaboration with staff and current supporters.
- Steward *Mondoweiss*'s portfolio of major donors and support other leaders in stewarding their own donor portfolios.
- Recruit and guide volunteer fundraisers.

### *Donor Relations—Grassroots Support*

- Oversee and lead solicitation and storytelling efforts including online and direct mail campaigns, using CRM and other tools as needed and using “brand” continuity to match *Mondoweiss*'s tone and appearance. Use traditional and emerging media channels for effective outreach.
- Design and execute plans to expand the grassroots support of *Mondoweiss*, with clear metrics for success.
- Maintain and further develop the existing grassroots fundraising culture of *Mondoweiss* as well as the organization's commitment to solidarity fundraising.
- Oversee the development of all print and online materials.

### *Private Foundations*

- With staff support, steward current foundation relationships, identify and pursue new opportunities.
- Draft, edit and finalize all inquiries, proposals, and reports to meet foundation deadlines.
- Work with finance/operations staff to ensure high-quality grants tracking and accurate allocation of funding.

### *Data Management*

- Ensure maintenance of detailed donor records, ensuring complete tracking of all activities

and information. Oversee and, as needed, personally handle data cleanup, duplicate removal, and mass updates. Maintain and develop operating procedures as needed.

- Oversee and, as needed, personally handle queries and exports to prepare data for direct mail appeals.
- Ensure communications are formatted, targeted, segmented and delivered per best practices.

### **Job-Specific Requirements**

- Demonstrated commitment to Palestinian human rights and *Mondoweiss's* mission.
- At least five years of progressively increasing responsibility as a fundraising professional, with a proven track record in obtaining grants and soliciting major gifts. Significant experience in many, if not all of the following areas: special events, grassroots campaigns, online and direct-mail fundraising.
- Outstanding management and team leadership skills, including ability to train and support others in learning to ask for donations.
- Superb writing skills for various audiences; ability to write compelling copy quickly for fundraising and community-building. Able to accept editing, willing to adopt a specific style.
- At least five years demonstrated experience and proficiency using fundraising or other CRM/complex database. Ability to use data to inform strategy and decision-making.
- Capacity to plan ahead and also to adapt to changed circumstances. Strong strategic thinking with constant attention to the goal of attracting and retaining donors.
- Demonstrated proficiency in use of mass email, social media and other tools for reaching large audiences with awareness and fundraising campaigns.
- Demonstrated ability to develop, foster, and sustain relationships. Solid, persuasive oral communications skills; ability to initiate and enjoy direct communication with donors and potential donors; strong customer-service and listening skills. Genuine curiosity about people, what motivates them to give, and makes them feel appreciated.
- Ability to handle diverse, simultaneous tasks, meet deadlines, and follow through.
- Available for travel up to six times per year as needed.

*For specific qualifications above, other experience will be considered if a candidate can present a compelling case for why it is comparable.*

### **Other Desirable Skills**

- Comfortable and good at public speaking.
- Demonstrated understanding of independent media, journalism and fundraising within this sector.
- Familiar with WordPress and/or other web content-management systems.
- Familiar with Adobe Creative Suite or equivalent design software, quick to learn new tools.
- Familiar with preparation of other media, such as audio, video or information graphics.

### **Skills For Success In Our Team**

- Detail-oriented, self-starter with excellent organization, prioritization and time-management. Motivated, organized and resilient.
- Team player with a sense of humor and willingness to tackle challenges. Ability to work collaboratively and flexibly, strong communication and coordination skills. Experience with virtual teamwork, including email, IM/chat systems, Skype and conference calls.

### **Work Conditions**

The Director of Development will work in a team of supportive, creative, independent people with a range of expertise and experience, who are based throughout the U.S. and Palestine. The position will be full-time (35 hours/week), exempt, reporting directly to the Executive Editor and supervising the Operations Assistant, and will be **remote** (you will work from your own site). We will consider candidates eligible for U.S. employment who are based anywhere in or near the U.S., with some preference for those near Detroit or other large metropolitan regions.

*Mondoweiss* team members have considerable autonomy and flexibility on when and how they do their work; by the same token, there are times each of us must be available outside of typical business hours. For this role in particular, it is highly probable that there will be some evening and weekend obligations, and at least some hours in the last two weeks of the calendar year (“grayed-out” for vacation requests).

The pay range for this position is \$63,000-78,000 annually depending on experience and qualifications. *Mondoweiss* offers generous paid time off to our employees in addition to personal health benefits, a flexible spending account, and 401K.

### **To Apply**

To apply, please email [openings@mondoweiss.net](mailto:openings@mondoweiss.net). Use “Development Director [YOUR NAME]” as the subject line for your email. *Deadline: Applications will be considered on a rolling basis starting April 8; please apply as soon as possible as we wish to expedite this hiring process.*

Please include:

- Your resume.
- A cover letter detailing your interest and qualifications. We’d particularly like to understand your connection to *Mondoweiss*’s mission and related experience, especially with journalistic projects. Also very useful: any experience you’ve had working remotely or other evidence that you understand the particular challenges posed by virtual teams.
- A sample fundraising appeal message for any cause (if appropriate, you may describe the medium, context and/or audience for the message)
- A **brief** description of a specific experience using a donor tracking database or similar system. You may describe a complex task you undertook, a feature the system had that you found useful or lacked that you wished it had, or any other example of data handling whether or not it was successful.

Those selected for an interview will be asked to provide contact information for references.

*Mondoweiss* seeks to be a diverse organization and especially welcomes applications from women, people of color, people with disabilities, and LGBTQI individuals. In addition, we place a particular emphasis on increasing the role of Palestinian-identified people on our team. If you are a member of any of these groups, we encourage you to self-identify in your cover letter. If you need assistance or an accommodation in applying due to a disability, please alert us to that in your letter as well.