

Job Posting – Deputy Director
California Donor Table/California Donor Table Fund

Position Description

We are searching for a dynamic leader to serve as the full-time Deputy Director of California Donor Table and California Donor Table Fund. CDT/F have moved more than \$35 million to progressive people of color power building organizations and candidates since our founding 15 years ago. In 2020 CDT/F moved more than \$5.5 million to enable those groups to elect candidates and support progressive governance across the state. The Deputy Director will have the opportunity to collaborate with political leaders and movement leaders to shape California's progressive politics and social change infrastructure to make California a truly progressive state. The Deputy Director will work in collaboration with our Executive Director to make sure:

- We have a winning strategy
- We are raising enough money to fund our strategy
- We are growing our membership and deepening their engagement
- We have a strong board and staff team that understands their roles, and are set up to succeed
- We work plan to match our resources
- We sustain strong relationships with partners and allies

The position is based in California, at our downtown Oakland office, the Los Angeles area, or virtual based elsewhere in California.

Primary Responsibilities:

Member Engagement & Fundraising (70%)

- Lead development and execution of fundraising program and support board, members and staff in fund development.
- Direct member engagement program. Develop and execute strategy of regular events and communications to cultivate members' ongoing support of CDT/CDTF, build member analysis about our political strategy and introduce members to grantee work.
- Recruit and on-board new members. Manage systems to track new members and introduce them to CDT/CDTF via individual meetings and events.
- Support CDT/CDTF members in their outreach and hosting of successful recruitment events.
- Conduct research, outreach to and recruitment of in-and out-of-state donor members.
- Develop and maintain foundation relationships through events, individual conversations, excellent proposals and reports.
- Supervise communications program. Support Operations Manager to edit and execute member communications. Primary drafter of Annual Report, fundraising letters and other long-form member communications.

- Plan, design and distribute reports, briefings and other educational and promotional materials.
- Support board, members, and staff in fund development.
- Oversee donor acknowledgement processes.

Organizational Strategy (15%)

- Work with the Executive Director to ensure we are doing the most important things to build a healthy progressive infrastructure rooted in communities of color in California.
- Steer development of organizational planning processes to action, particularly with respect to developing budgets, fundraising plans and evaluation methods to build capacity.
- Represent CDT/CDTF in meetings of regional, state and national donor and practitioner collaborations as appropriate.

Team Management and Support (15%)

- Lead annual staff work-planning processes ensuring both urgent and important, short term and long term goals are met. Lead staff retreats and weekly staff meetings to align team, monitor progress and share capacity.
- Collaborate with Operations Manager on communications, events, and relevant financial management.
- Maintain a fun, challenging, rewarding, and warm team culture.

QUALIFICATIONS INCLUDE

- 5+ years in senior management roles including individual donor fundraising, staff supervision, and/or finance in a progressive organization
- High-level understanding of and commitment to racial justice, social change and progressive movements backed by direct experience with grassroots and/or electoral efforts.
- Understanding of the interplay between 501(c3), 501(c4) and electioneering work in a synergistic theory of change.
- Proven track record of attracting resources, sustaining partnerships and managing external relations.
- Excellent communicator and writer, with experience as a spokesperson who can tailor messages to different audiences.
- Experience and cultural proficiency working with diverse communities.
- Knowledge of 501(c3), 501(c4) and 527 procedures and regulations as well as California campaign finance laws.
- Collaborative leadership style. Engaging and confident interpersonal style
- Strategic, systems thinker. Creative problem solver.
- Success supervising and mentoring staff, as well as supporting professional and leadership development.

If you don't meet all the criteria above but still feel your experience could be a good fit

for the role, please apply. We recognize that candidates who don't check every box can still add value to our team.

Reports to: Executive Director

Based in: Currently working remotely due to COVID precautions. Post-quarantine-our downtown Oakland office, the Los Angeles area, or in CA remote possible.

Start date: As soon as possible

Travel: Substantial in-state, and some national travel required, COVID permitting

Salary: Range of \$115,000-130,000.

Benefits: Medical, Dental, Vision, 401(k) Retirement Plan with employer match, Flexible Spending Accounts (FSA), Commuter Benefits, Basic Life and AD&D Insurance, Voluntary Employee Paid Life and AD&D Insurance, Short Term Disability, Long Term Disability, Employee Assistance Program, Paid Time Off

About the Organizations

The California Donor Table is a statewide community of donors who pool their funds to make investments in communities of color so they have the power and resources they need to (1) elect people who represent their values and needs and (2) help govern and hold decision-makers accountable. We believe that California can and must lead the nation in becoming a healthy, just place to live with shared economic success and a democracy that works for all our people. CDT is a fiscally sponsored project of Tides Advocacy.

The California Donor Table Fund is a community of donors who pool and align nonpartisan investments to advance the state's progressive movement spanning issues and constituencies. We believe that all of us—those who advocate for women's or LGBTQ issues; racial, economic justice or criminal justice; immigrant or workers' rights; or environmental protection—are only able to win big when we work together. Join us as we focus on building a network that connects all these efforts, making us stronger and more effective. CDTF is a fiscally sponsored project of Tides Center.

To Apply

Forward a brief cover letter, resume and salary/benefit requirements to: info@californiadorntable.org. E-mails should reference "Deputy Director" in the subject line. Applications will be considered on a rolling basis.

We strongly encourage 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.