



Building a Solidarity Economy on California's North Coast

Job Announcement: Fundraising Coordinator

(Part Time with option to combine with other current openings to create Full Time employment)

To apply, please email Tamara McFarland (tamara.mcfarland@cooperationhumboldt.com) by February 11, 2022.

Job Duties:

- Build and implement annual grassroots fundraising plan (with support from other staff and board members)
- Expand current fundraising efforts to include previously untapped resources
- Work with Bookkeeper to record all donations to NationBuilder
- Track contacts in NationBuilder
- Generate thank yous monthly
- Leverage NationBuilder to grow our grassroots fundraising
- Social media posting (currently Facebook and Instagram; could be expanded)
- In collaboration with staff collective, set fundraising goals and track progress
- Participate in weekly staff collective meetings (1.5 hours) and biweekly Communications/Fundraising team meetings (1 hour)
- Work closely with various project leads to integrate fundraising and programmatic work
- Prepare fundraising reports for staff and Board of Directors monthly
- Participate in preparation of annual budget
- Lead fundraising campaigns throughout the year
- Other duties/responsibilities depending on your skills/interests and where they intersect with the needs of the organization. (We are a staff directed nonprofit, so staffers have more agency than in a traditional organization to affect decisions and guide their own work.)
- Please note that grant writing is currently *not* included in this job description; however, depending on applicant's interest and skill, it could be included over time.

Hours, Schedule and Wage:

- Flexible remote schedule with some meetings requiring scheduling coordination with other staff members
- 20-30 hours/week
- \$23.08/hour (based on FTE of \$48,000; whether paid hourly or as a part time salary is negotiable)
- Flexible time off policy

- Annual \$500 work-from-home stipend to help with utilities and equipment costs
- Applicants are encouraged to consider our other current job openings for [Administrative Coordinator](#) and [Bookkeeper](#) if full time work is desired. (These positions can be combined to amount to full time employment.)

Desired Skills/Qualifications:

- Passion for fundraising
- Experience fundraising for nonprofit(s)
- Database experience (NationBuilder preferred)
- Proficiency with Google Docs, Google Sheets
- Detail oriented
- Self-starter with good time management
- Completion of a Cooperation Humboldt study group (this can occur after candidate is hired, and time can be compensated)
- Ability to pass background check (This is required in order to protect the organization; the only issues that would keep a candidate from being hired are past violent acts, sexual assault, and fraud. Minor infractions and/or past indiscretions will not disqualify a candidate, and results will be held in strict confidence. You do not need to pass a credit check.)
- Commitment to abide by Cooperation Humboldt's [Statement of Values, Code of Conduct & Conflict Resolution Process](#)
- Ability to establish and maintain effective working relationships with staff, Board and community
- Good written and verbal communication skills, with the ability to solve problems
- Ability to be flexible with frequent changes
- Ability to work as part of a team and collaborate with others
- Desire to increase your own level of awareness regarding diversity and inclusion
- All employees are expected to wear facial coverings when interacting (indoors and outdoors). Employees must be COVID-19 vaccinated.

About Cooperation Humboldt:

- Cooperation Humboldt is a 501(c)3 registered nonprofit social change organization. We are working to transform traditional Wiyot territory (now known as Humboldt County) to a place where everyone has their needs met without exploitation. We refer to this as building a Solidarity Economy.
- What We Believe:
 - We believe that our current institutions are fundamentally racist, sexist, and class oppressive. This is a result of social, political and economic systems that incentivize domination and exploitation of women, people of color, and poor, homeless, disabled, queer, undocumented, and Indigenous people.
 - We believe that capitalism is an economic system based upon exploitation and oppression, and that it will destroy the planet if we do not shift to a cooperative and sustainable economic system.

- We believe it is possible to create new institutions that incentivize cooperation, love, compassion and kindness. This new system will be capable of supporting every person with a good quality of life.
- We believe in lifting up and supporting groups that are doing grassroots organizing with working class people and people of color, who are training organizers and building long term strategies to resist fascism and create new models for a joyous and collaborative new future reality.
- We believe we can work with you (or your organization) even if you do not believe these things, but we want to be explicit and clear about who we are and what we believe.
- We are working to create an organizational structure that is non-hierarchical as possible.
- The leadership of Cooperation Humboldt is made up of our core team, staff collective, and our board of directors.
- As our Fundraising Coordinator, you would be invited to join our staff collective, which meets weekly for 1.5 hours.
- We aim for diversity at every level of our agency. We are an equal opportunity workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender, identity, national origin, veteran or disability status. Cooperation Humboldt celebrates differences.