



Job Description for:

Grants and Sustainability Specialist

Overview

Ujima Inc., The National Center on Violence Against Women in the Black Community (Ujima Inc.) was founded in 2015 in response to a need for an active approach to ending violence against women in the Black community. The name Ujima was derived from the Kwanzaa Principle of “Ujima,” which means Collective Work and Responsibility. This principle is critical to addressing violence against Black women in the United States. Ujima, through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, mobilizes the Black community and allies to strengthen our families, recognizing that the safety and viability of our families is connected to the health and well-being of our individual neighborhoods and communities at large. We define the Black community as the African Diaspora in its broadest sense, e.g., Black Americans (descendants of the enslaved in the U.S.) and African, Afro-Caribbean, and Afro-Latinx immigrants, refugees, and asylees.

Job Summary

The Grants and Sustainability Specialist is responsible for providing administrative support, coordination, and execution of the fundraising programs which is comprised of the following key components: annual giving, foundation and corporate giving, clubs and groups, legacy gifts, donor relations, direct mail, fund development, stewardship, institutional positioning, marketing and public relations, volunteer coordination, tracking and management.

Essential Duties

Provide general administrative support, coordination, and execution for all fundraising development activities including, but not limited to:

- identifying, cultivating, and maintaining relationships with new funding sources.
- developing and implementing short- and long-range fundraising and awareness strategies
- donor recognition and stewardship activities.
- prospect management.
- database management.
- budgeting and reporting.
- support special event coordination.
- preparing donor, marketing, and public relations materials for special event coordination
- assess market needs and funding trends.
- researching new grant opportunities; coordinate the prep and submission of grant proposals for approval.
- promoting programs and services.
- writing correspondence.
- volunteer coordination.
- provide support for board meetings and presentations.
- responsible for the tracking, receipt, and formal acknowledgment of all contributions.
- maintaining and utilizing the donor database for maximum productivity.
- maintaining all client, financial, staff, volunteer, and other appropriate information as confidential in nature.
- representing Ujima Inc. in a positive, professional, and enthusiastic manner at all times.
- completing all work in an accurate and timely fashion.

- solving practical problems in a quick and timely manner and interpret a variety of instructions furnished in a written or verbal form.
- performing other duties as may be necessary or assigned.

Qualifications

- Four-year degree in Business Administration or related field preferred
- At least two years of successful experience and outcomes in nonprofit development and fundraising.

Skills

- Excellent verbal and written communication skills which demonstrate a commitment to professionalism.
- Ability to develop and maintain cooperative relationships with a diversity of individuals, organizations, stakeholders, and government agencies.
- Excellent research skills.
- Knowledge of Microsoft Office Suite software, Adobe Acrobat, Google Workspace, Canva, and Zoom.
- Working proficiency with DonorPerfect.
- Excellent organizational, social, communication, public speaking, networking, active listening skills, and detail orientated.
- Manage multiple projects with overlapping deadlines.
- Work independently, as well as collaboratively, in a small office setting and remotely.
- Ability to work effectively and collaboratively with staff and volunteers.
- Passion for Ujima Inc.'s mission to end the silence of domestic violence.
- Creativity and a desire to approach solutions in innovative ways.
- Superior organization skills.
- Strong team and coalition building skills.
- Willing to travel locally and nationally with occasional overnight stays.
- Flexible scheduling to allow for work outside of regular business hours as requested.
- Ability to work in a fast-paced, cooperative, non-smoking, anti-violence environment.

Reports to: Communications and Sustainability Director

Employment Status: Full time, Exempt

To Apply: Send résumé and cover letter to Ujima Jobs, communications@ujimacommunity.org

Closing Date: Open until filled; priority deadline February 17, 2023.

Equal Employment Opportunity

It is the policy of Ujima Inc., The National Center on Violence Against Women in the Black Community to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. To find out more about Ujima Inc., as well as other exciting and fulfilling career opportunities, please visit us at www.ujimacommunity.org/jobs/