



1711 Willamette St. Suite 301 #359 Eugene, OR 97401  
Phone: 541-687-9180 Fax: 541-804-7391  
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## JOIN OUR AMAZING TEAM!

Seeking a Movement Aligned Grants and Major Gifts Specialist (full-time salaried with benefits)

Position to start no later than September 1, 2023

Preferred candidate will work from Eugene, Oregon (hybrid optional)

### Who We Are:

The Civil Liberties Defense Center (CLDC) is a nonprofit organization that supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide movement aligned litigation, education, and legal and strategic resources to strengthen and embolden the success of those movements. Our motto is “We’ve got your back until all are free.” We have provided pro bono activist defense to 4,500+ social, environmental, and climate justice activists, as well as providing free Know Your Rights and related trainings to 10,500+ people.

### Grants and Major Gifts Specialist:

The CLDC **Grants and Major Gifts Specialist** is an experienced nonprofit professional who will work with the Executive Director (ED), Operations Director and fellow team members to ensure CLDC meets its fundraising goals. A track record of meeting or exceeding fundraising goals, particularly regarding foundation awards, is important for this position.

We are looking for a candidate that is mission aligned, **works collaboratively with others**, and has a high level of cultural and anti-oppression competence. The overall goal for the position is to increase financial support and fiscal stability, including supporting our engagement and communications plans. A desire to work at the intersections of movement law, environmental, climate and social justice movements is required for this position.

### The following experience is necessary for this position:

- Research and prospecting new foundations, grant funding and major donors
- Writing grants and LOIs; nurturing foundation relations
- Bottomline the tracking of proposals, reports and grant calendar for foundation work
- Develop and maintain new and ongoing relationships with major and recurring donors
- Bottom lining fundraising appeals
- Participation in the development of an annual fundraising plan
- Participation in the development of an annual operating budget
- Experience with financial forecasting, year to date reporting and analysis
- Participation in a capital campaign and/or legacy giving program
- Work plan development and facilitation: Draft annual and quarterly work plans with development and communications staff to adjust departmental priorities throughout the year, as needed
- Ensure high quality, timely work with a team; provide feedback to staff; report to ED

### Desired Experience and Qualifications:

While we will prioritize candidates with a passion for CLDC’s mission and the ability to learn quickly, experience and skills necessary to thrive include:

- At least three years of nonprofit work, development, grant writing and fundraising experience (may consider combined overall experience)



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- Leadership skills and experience are a must-- including how to mentor, delegate and collaborate with coworkers respectfully
- Proficiency with Mac computers, donor and outreach databases, Office and Adobe
- Willingness to learn and engage in movement security culture and digital security practices

#### Pay and Benefits:

- This position is full-time, 40 hours per week, hybrid remote possible
- Salary \$56,000-60,000 annually, commensurate with experience
- At least a two-year commitment expected
- Generous paid time off and holidays, health/vision insurance, and professional development budget

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity affirmative action employer, we are committed to practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor not related to the position. We seek to redress past discrimination through active measures to ensure equal opportunity in employment. We will consider qualified applicants with arrest and conviction records for employment.

#### How to Apply:

Interested candidates should submit: (1) Resumé, (2) Cover letter stating your interest and experience, (3) Three professional references and if possible, at least one environmental/social justice activist/movement reference

**Please send all materials in a single PDF to [office@cldc.org](mailto:office@cldc.org) – Subject: “[Your last name]—Grants Specialist.”** Please, no phone calls, hard copies, or drop-ins. For difficulties or questions, please email.