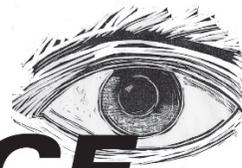


# **CRITICAL RESISTANCE**



## **Job Announcement**

Critical Resistance (CR), a national grassroots organization working to end the prison industrial complex (PIC), seeks a National Development Director to build and further diversify Critical Resistance's fundraising and development capacity with an emphasis on grassroots fundraising, ensure CR's financial oversight and health, and strengthen the stability, growth, and vitality of CR. This position will be based in our National Office in Oakland, CA. Regular travel will be required.

### **TITLE: National Development Director**

**LOCATION:** Position is based in Critical Resistance's National Office in Oakland, CA. Regular travel will be required, approximately six times a year to chapter cities or movement events (conferences, planning sessions, etc) outside of Oakland. *Note: Due to COVID-19, CR staff work primarily remotely, and national staff have halted travel for the time being, with re-assessment every six months based on COVID precautions and organizational protocols. The Development Director is responsible to work from the office 1-2 days a week, with the option of working primarily out of the office.*

### **POSITION DESCRIPTION:**

The Development Director will work with Critical Resistance members, staff, and allies, to develop, coordinate and lead grassroots fundraising activities including events, direct asks and mailings, with some grant writing. The Development Director will also provide fundraising training and planning assistance to members; build and maintain CR's relationships with donors, prospects, and allies; and support the overall health of the organization. This includes linking fundraising to campaigns, political education, member development, national movement-building and administrative work, to strengthen our strategy and organizing over the long term. As a part of a staff collective, the Development Director will work collaboratively with the other national staff to ensure the overall strength and health of the organization and the work. The Development Director is the staff supervisor for the Infrastructure and Development (ID)Team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Development and Fundraising**

- Work with the national and chapter-based fundraising work groups, and national finance workgroup to draft CR's annual budget, develop CR's fundraising plans and ensure CR's financial health,
- Facilitate development of a long-term resource strategy for the organization that is tied to our campaign, member, and communication strategies,
- Work with CR chapters and national members to develop, adjust, and implement their annual

NATIONAL OFFICE

P.O. Box. 22780

Oakland, CA 94609-2301

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fundraising plans,

- Write grants, develop and send completed proposals on time, write grant reports.
- Coordinate grassroots fundraising including direct mail solicitations, identifying and cultivating major donors, training members on raising money for chapters, coordinating events, and developing a strong membership base for CR,
- Facilitate CR's annual national and chapter-based budgeting processes,
- Review CR's monthly financial statements and oversee the organization's accounting, tax preparation, and financial audits,
- Participate in national and local working groups and decision making,
- Travel to visit with chapters, donors, foundations, and/or allies as needed.

### **Membership Support and Leadership Development**

- Train, facilitate, and support CR members to develop and implement fundraising strategies, including strategic planning, materials development, regular written and digital communications and updates
- Support Co-Directors and chapters in facilitating bi-annual work planning retreats,
- Visit chapters regularly to assist with fundraising as well as networking with funding resources (donors, foundations) in their area,
- Participate in national and local working groups and decision-making,
- Support members' growth and leadership in the organization, both through one-on-one and chapter-wide development plans.

### **Infrastructure and Administration**

- Participate in organizational programming including actions, meetings, trainings, and conferences,
- Represent and promote CR at meetings, conferences, media, and other public settings
- Supervise and support ID Team, including: weekly team meetings, annual and monthly workplanning, 1:1 supervision of all staff roles in ID Team (reviewing workplans, benchmarks and performance in roles), 1:1 quarterly check-ins with ID team staff (supervision, mentorship and leadership development-oriented),
- Support National Co-Directors in maintaining and advancing national organizational health and development of practices, initiatives and organizational infrastructure,
- Support self-management of staff and development of collective staffing practices,
- Support chapter infrastructure,
- Work with staff and members to ensure completion of administrative tasks.

### **REQUIRED SKILLS AND/OR EXPERIENCE:**

- Developing and coordinating successful fundraising campaigns and donor-organizing strategies
- Understanding of and commitment to prison industrial complex abolition
- Excellent written and oral communication skills
- Experience with organizational finances and ability to create and monitor budgets
- Training and group facilitation – developing facilitation plans, agendas, and materials, prepping participants, facilitating work planning sessions, supporting follow up tasks.
- Ability to balance multiple responsibilities well, to set priorities, and follow work plans

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- Willingness and ability to seek out relevant work and allies for building partnerships and coalitions
- Supporting interns and volunteers
- Working with computers including updating websites, email groups and listservs, word processing, and database management
- Willingness to travel
- Public speaking

**DESIRED, BUT NOT REQUIRED:**

- Experience in a national organization, preferably a grassroots or political organization
- Experience working in an organization with volunteer members, and developing volunteer leadership
- Experience in providing supportive supervision of staff
- Experience in providing mentorship and training
- Experience with social media platforms
- Graphic design skills (Adobe products, Canva, etc)
- Experience developing or supporting regular events (speaking events, traditional and creative fundraising events, campaign mobilizations, etc)

**CANDIDATE RECRUITMENT:**

Formerly imprisoned people are highly encouraged to apply. We also encourage people of color, women, queer and trans/gender-nonconforming people to apply. We welcome people from all educational backgrounds to apply.

**COMPENSATION:**

Salary is \$85,000, with six weeks paid vacation, and an expansive benefits package. Travel is covered for staff while on the road, and a per diem is provided. CR is also providing financial support for tech needs during COVID-19, as staff are using adaptive work from home setups. This is a permanent position. However, the starting contract agreement is for the first six months to ensure the hire is a mutually good fit for Critical Resistance and the person hired. We ask for a minimum two-year commitment.

**TO APPLY:**

**Please send a (1) resume, (2) cover letter, and (3) a work sample relevant to fundraising and development to [hiring@criticalresistance.org](mailto: hiring@criticalresistance.org).**

You may also send a hard copy of your application to:

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 ATTN Development Hiring  
 P.O. Box. 22780  
 Oakland, CA 94609-2301

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