

January 15, 2021

Michigan Environmental Justice Coalition [MEJC], sponsored project of Allied Media Projects

Job Description: Development Director

Start date: February 2021

Part-time, with possible increase to full-time by year end

Starting Part-time compensation: \$25,000-\$30,000

MEJC is a statewide coalition working to achieve a clean, health and safe environment for Michigan's most vulnerable residents in alignment with the EJ Principles through increasing knowledge, enhancing networks and taking action for systemic change. We are a membership run organization, with over 40 individual and organizational members from diverse skillsets, backgrounds and identity. MEJC convened in 2011 to grow the environmental justice movement in Michigan. Every two years MEJC hosts the EJ Statewide Summit to bring together local EJ groups, leaders of color, and tribal members to strategize and amplify their fights. In 2020 we hosted the 4th EJ Summit, lead 3 major campaigns in energy democracy, toxics, and cumulative impact, deployed 3 community action research projects, and engage in the Get Out the Vote efforts in Michigan reaching over 65,000 EJ voters. By 2023 we hope to define climate justice in Michigan for an ambitious climate agenda. MEJC is a sponsored project of the Allied Media Projects (AMP).

Duties and Responsibilities

Help grow MEJC from a 6-person organization to achieve multi-year growth and stability:

1. Manage the grants of MEJC, including new grants, reporting, and scheduling as needed; liaison with fiscal sponsor Allied Media for success of the grant portfolio
2. Develop and enrich relationships with grant managers at philanthropic organizations
3. Write successful grants to support and expand existing and future programming
4. Review and update budgets as needed in accordance with grant expectations
5. Create and manage GANTT chart to achieve grant outcomes
6. Help make subgranting and contracting easy and smooth for for member and non-member sub-grantees
7. Communicate and meet with staff, management or members on an as needed basis

Qualifications

1. Excellent understanding and practice of social, racial and/or environmental justice in life and work;
2. 5-7 years in a professional/ organizational directorship position

3. Minimum 3 years experience with philanthropy, fundraising and grants management
4. Excellent attention to detail, exceptional skills in organization, task management and time management
5. Kind, responsive, and positive communications style that stands with integrity and accountability
6. Ability to set and meet deadlines with rare acuity and self-regulated schedule
7. Desire for systemic social change with a desire to challenge the status quo
8. Self-motivated, adaptive, and graceful character, in high-paced and unstructured environment

Interested candidates should send their resumes, cover letter, writing sample and 2 references to ejcoalition.michigan@gmail.com by January 28, 2021 with Development Director in the subject line. This job is remote until further notice. Preference will be given to those who reside full-time in Michigan.