

**JUST
TRANSITION
FUND**



**Development Manager
Remote Position**



About Us

The Just Transition Fund is on a mission to create opportunity for the communities hardest hit by the coal industry's decline. They help build resilient communities by promoting equitable, inclusive, and low-carbon economic solutions, resulting in positive results for the places they serve.

As a grantmaker, convener, and catalyst, The Just Transition Fund supports local innovators and community advocates in building diverse and resilient economies and helps transition them toward a prosperous future.

From the Navajo Nation to Appalachia, The Just Transition Fund helps coal-impacted communities plan for a bright economic future.



Resources



Grants



Federal Funding Support

JUST TRANSITION FUND



The Just Transition Fund History

The Just Transition Fund was established in the spring of 2015 by the Rockefeller Family Fund and the Appalachia Funders Network with the support of six other foundation partners: Blue Moon Fund, the Chorus Foundation, the Hewlett Foundation, The JPB Foundation, The Mary Reynolds Babcock Foundation, and Mertz Gilmore Foundation.

The Fund was initially created to help local organizations secure funding through the POWER Initiative, the first federal program targeted to communities impacted by the changing coal economy. In the process, The Fund helped jumpstart the engagement of national philanthropy and showcased the innovative, ground-up ways that local communities are working to revitalize their local economies.

Over the years, The Fund has evolved its approach to catalyze and support the national just transition movement more broadly while helping more communities tap into growing federal funding opportunities.

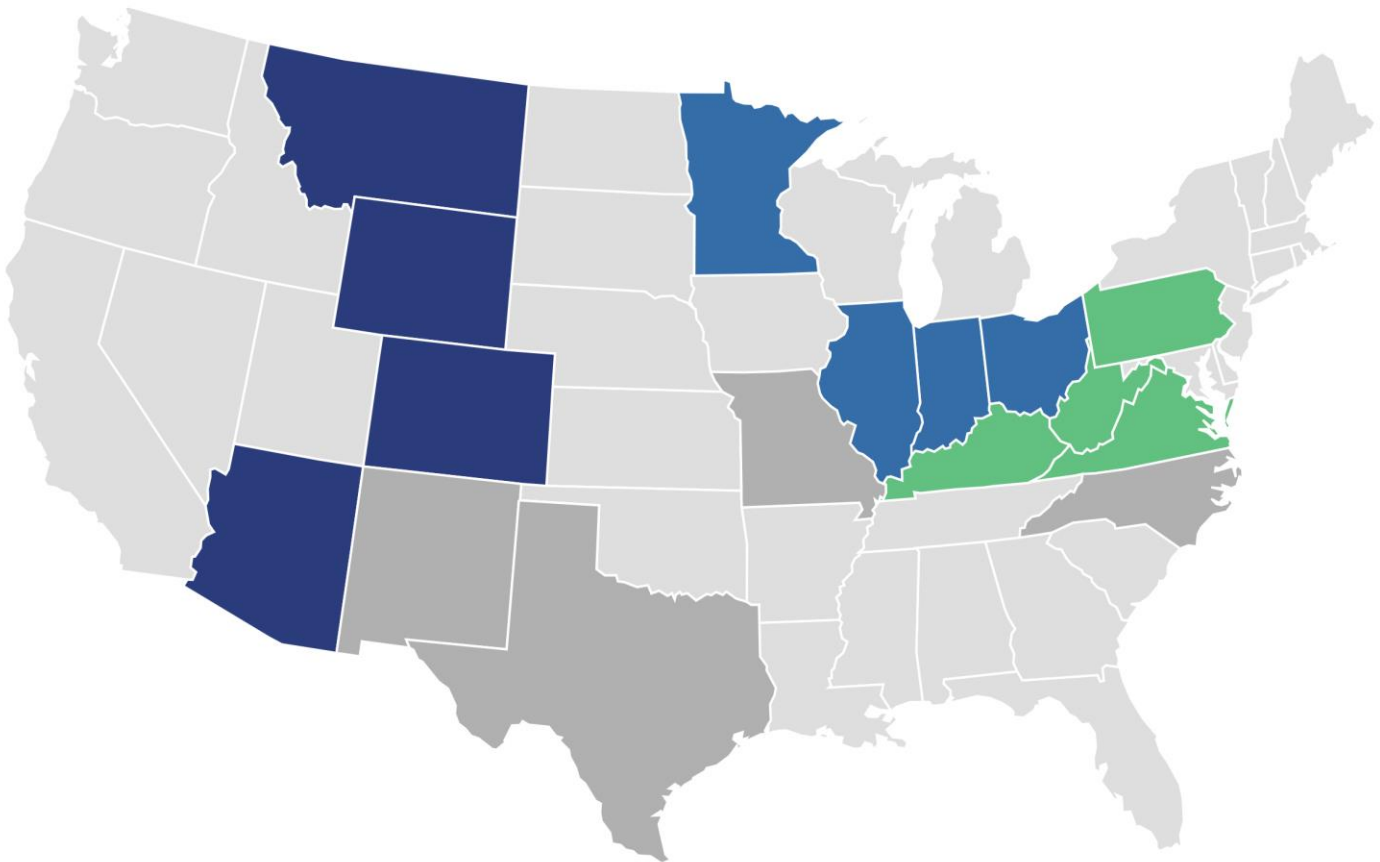
JUST TRANSITION FUND

Building resilient communities
that are equitable, inclusive,
and low-carbon.

Helping Major Coal-Affected Areas in the U.S.

Where We Work

We focus on mining and power plant communities in major coal-affected areas of the United States. Within these regions, we prioritize support for communities experiencing the most distress, taking into account socioeconomic factors that make economic transition even more challenging.





The Opportunity

The Just Transition Fund (JTF), a philanthropic initiative housed at Rockefeller Philanthropy Advisors (RPA), seeks a process-orientated Development Manager to expand the reach and awareness of the JTF's services and increase the visibility of our work among a range of philanthropic audiences. The majority of JTF's funding is unrestricted, coming from foundations and a core group of individual donors. The Development Manager will not carry an individual portfolio but will touch all aspects of JTF's fundraising efforts (including federal funding) and, working closely with JTF's Impact and Evaluation team will serve as the locus of fundraising activity. JTF is a fully virtual team, with the executive director based in Charlottesville, VA, and other staff currently in California, Maryland, Mississippi, New York, North Carolina, and Virginia.

The **Development Manager** will support the broader fundraising team, including the Executive Director and the Director of Grantmaking with fundraising efforts. The Development Manager will help maximize the JTF's fundraising efficiency and success, coordinating closely with our fiscal sponsor (RPA). *Responsibilities include:*

- ❖ Maintaining accurate fundraising data, documents, and tasks in Airtable, Google Drive, and Asana platforms.
- ❖ Coordinating the proposal and report submission process to ensure the fundraising team stays on track to meet deadlines, including creating agendas for meetings.
- ❖ Developing initial drafts of all required fundraising documents, including mocking-up templates, drafting initial narrative content, and coordinating with team members to collect information.
- ❖ Working with RPA to complete, and ensure timely submission of, all donor reports and proposals.
- ❖ Developing other donor materials, such as quarterly and annual reports.
- ❖ Conducting initial donor research and maintaining well-organized notes.
- ❖ Representing JTF through outward-facing communications with current and prospective donors.



The Candidate

POSITION QUALIFICATIONS:

Qualified applicants must possess:

- ❖ At least 5 years prior experience in a mission-driven nonprofit fundraising support role.
- ❖ Best-in-class organizational skills and attention to detail.
- ❖ A clear and concise writer who avoids complex, wordy, and techni-wonky language.
- ❖ Preference may be given to candidates with foundation grant-writing and possibly federal grant-writing experience.
- ❖ Enthusiasm for the JTF's mission. Experience in related fields is a plus.
- ❖ Self-motivated and able to work independently in a fast-paced organization.
- ❖ Good judgment, and an ability to maintain confidence with tact and discretion.
- ❖ A research mindset with an eye toward expanding the funding horizon beyond foundations.
- ❖ Proficiency with Google Drive Suite. Familiarity with Airtable and/or Asana is a plus.
- ❖ A sense of humor.

ABOUT US

We're on a mission to create opportunity for the communities hardest hit by coal's decline

We help build resilient communities by promoting solutions that are equitable, inclusive, and low-carbon.

Applications should be submitted at
<https://driwaterstonehc.com/position/development-manager-JTF/>

All first-round interviews for this position will take place via video conference with DRiWaterstoneHC.

DRiWaterstone is a women founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.

Compensation:

The annual salary range for this position is \$85,000 to \$95,000; commensurate with experience. The range listed is one component of a generous total compensation package for employees.

The Just Transition Fund offers a competitive compensation and benefits package including health/dental/vision coverage, retirement benefits with employer matching, and paid sick leave, vacation, bereavement leave, volunteering leave, parental leave, and holidays. We also provide home office support including a laptop, a home office stipend for supplies/equipment, and a monthly telcomm stipend. In addition, we provide an annual professional development stipend that employees can use to improve their skills related to their job description.

Time commitment is 40 hours per week (on East Coast hours), but additional hours are possible during certain periods, such as staff retreats and convenings. While this position is 100% remote, travel will be required.

Equal Opportunity Employer:

JTF's commitment to Equity and Justice is one of their guiding principles and is at the core of their mission of creating equitable and inclusive economies. JTF actively seeks to recruit, develop, and retain the most talented people from a diverse candidate pool and create an organization that centers equity and inclusion in its culture, policies, and practices. JTF is an equal-opportunity employer and welcomes people from all experiences, abilities, and perspectives to apply.