



**Job Posting: Development and Communications Manager
Sugar Law Center for Economic and Social Justice, Detroit**

The Sugar Law Center for Economic and Social Justice (Sugar Law) is seeking a development and communications professional to help expand Sugar Law’s donor base, raise more money, and increase our visibility. Our goal is to expand awareness of the social justice mission of Sugar Law and engagement with our programs and initiatives. We view both fundraising and communications as effective tools to expand engagement with many communities and thus the impact of our work. As **Development and Communications Manager** (DCM), you will be responsible for helping inspire people in Detroit, across Michigan and through the U.S.

Development: The DCM will work closely with the Executive Director and others to develop and implement Sugar Law’s yearly fundraising strategies. This includes

- coordinating fundraising campaigns and events, involving myriad details;
- becoming expert at use of donor database, developing encyclopedic knowledge of hundreds of individual, union and law firm donors;
- cultivating relationships with Sugar Law’s donors;
- assisting with writing, procuring content, supervising layout, and physical production of print materials;
- pursuing grassroots funding through social media and other outreach; and
- helping to build a broad volunteer in fundraising team, including board members and allies.

Communications: The DCM will work closely with the Executive Director and others to build Sugar Law’s communications capacity and impact. This includes designing the strategy and tactics, coordinating with allies, and then executing campaigns that will educate people about Sugar Law’s work and the injustices that make it necessary. You will assist in developing and deploying new and traditional media communications. You will be writing many types of communication, including

- press releases and advisories;
- material for Sugar Law’s website;
- drafts of opinion pieces for media;
- Facebook posts and tweets; and
- Sugar Law newsletter articles.

Your passion is to expand social justice and you have the desire and the temperament to work collaboratively with a range of community and national organizations. You must be comfortable soliciting personal donations. You are adept and creative at organizing and mobilizing.

Depending on the skills, interests and most productive role of the individual selected, either development or communications may become primary for this role. You must be flexible and genuinely interested in both areas.

On-the-job training and mentoring in fundraising and communications skills will support your growth and strengthen your abilities. You will also benefit from Sugar Law’s dynamic advancement as a recognized nationwide force in the social justice and legal community.

About Sugar Law

The Sugar Law Center for Economic and Social Justice is a national, nonprofit organization founded in 1991, dedicated to using the law and other public advocacy to advance the rights of working people and their communities. Throughout its history Sugar Law has highlighted the interdependence of civil and economic rights, working to bind corporations and government to their legal and moral responsibilities.

Sugar Law has built a national network of attorneys who work closely with the Center, thus maintaining national scope while keeping costs low. Our influence and our resources have expanded in recent years and we are poised for further growth in fundraising and media attention.

Sugar Law's 2012 budget is approximately \$700,000, and we are funded by a combination of foundation grants, legal fees, and contributions from individuals, law firms and unions. We are committed to increasing the funds we obtain from individuals, and building a strong individual donor base.

Desired Qualifications

The ideal candidate will have at least three years of relevant experience and be committed to the Sugar Law mission. A bachelor's degree is a plus. Proven success at fundraising is a significant advantage.

Essential skills to succeed in this position include

- Excellent verbal and written communications skills.
- Excellent organizational and planning skills, ability to juggle multiple tasks, meet deadlines and problem-solve.
- Excellent interpersonal skills; ability to work collaboratively, independently, and under the direction of others.
- High level of comfort and skill using a range of software, and no fear of learning new programs.
- Demonstrated commitment to social, racial and economic justice; understanding of the mission and operations of Sugar Law Center.
- Sense of humor.

We have also identified a broader set of skills that will enable success in this role. Strong candidates will have most or all of this next list of skills. But we encourage candidates to apply who have exceptional skills in some of these areas, and the hunger and aptitude to learn the other areas quickly.

- Familiarity with local and national social justice organizations.
- Ability to plan and manage complex projects.
- Demonstrated success managing local or regional advocacy campaigns, especially in conjunction with unions, community groups, and/or nonprofit organizations.
- Skill working with supporter/donor databases, Excel, desktop publishing software, and online email management software.
- Excellent research and analytical skills.
- Track record of developing creative ways to mobilize supporters and influence public discourse.
- Ability to integrate online communications and social media with offline communications.
- Experience working with volunteers and supporting training.

The Sugar Law work environment is most productive for people who

- Are low-ego and high-output;
- Are good at taking ownership of a project and driving for results;
- Like working hard with a hard-working team; and
- Thrive in a virtual office: communicate well on conference calls, IM and email

Salary/Benefits

\$33,000-\$38,000 annually, depending on qualifications. Position status: Exempt (no overtime).

Good benefits including four weeks vacation. Family-friendly workplace.
Position reports to Executive Director of Sugar Law; does not have supervisory responsibilities.
Position is represented by UAW Local 2320.
All staff must join the National Lawyers Guild (dues paid by Sugar Law).

Sugar Law Center is committed to affirmative action for all under-represented groups, and to increasing the diversity of its staff and board.

This position will regularly require the employee to use a personal computer, communicate orally to large and small audiences, reason and analyze, travel independently around metropolitan Detroit. The position will also regularly require participation in events and meetings on evenings and weekends. On occasion, the employee may also need to travel outside the local area.

Candidates invited to interview will be asked if they need reasonable accommodation for this process.

TO APPLY

- All applications must be submitted by email. Send a resume, cover letter, and contact information for three references to hire@sugarlaw.org.
- Use “**DCM Applicant [YOUR NAME]**” as the email’s Subject.
- Attachments must be in PDF format or a format that can be opened and read with MS Word.
- Cover letters will be considered to serve as writing samples, but finalist candidates will be asked to complete a real-time writing assessment as well.
- **Deadline: February 13, 2012.** Applications will be reviewed as they are received.