



Donor Organizer and Comms Support Contract Description

The New York City Network of Worker Cooperatives (NYC NOWC) is a young nonprofit membership organization working to engage with and advocate for worker-cooperative businesses in NYC. Our programs include membership services (legal, marketing, business advising and technical assistance), education and advocacy supporting community-based, worker-led businesses as tools to reduce inequality and strengthen the economic and social fabric of NYC. NYC NOWC is the local affiliate of the US Federation of Worker Cooperatives, and the two organizations share membership.

About the Donor Organizer and Comms Support Position

The NYC Network for Worker Cooperatives (NYC NOWC) is seeking a temporary Donor Organizer and Comms Support role to support the expansion of our organization's fundraising and development and support the communication work needed in order for development to be successful. This role is on average **15 hours/week** from Late February or early March 2023 to June 2023, with a potential for it to become a permanent position in the future. This position will be remote for the foreseeable future, but we ask that the person in this position be able to be in NYC for any in person events, and support the planning of such events. We will work with the person who accepts this role to figure out the best structure for joining our team temporarily.

Position Responsibilities:

- **Donor Organizing**
 - Expand and maintain donor database with support of database support staff
 - Continue to develop, implement and evaluate NYC NOWC's individual donor strategy, including grassroots strategies, relationship building, communication updates, education and appreciations.
 - Manage spring individual donor campaign in collaboration with partners, including a potential spring event and online fundraising drive
 - Continue learning about and developing relationships in the donor organizing, individual donor, and solidarity economy resource organizing spaces
 - Co-lead biweekly fundraising committee meetings for NYC NOWC

- **Communication Support:**
 - Lead communications with Powerbase/Database support staff as it relates to donor tracking
 - Monthly Newsletter and / or Eblast to communicate work of organization
 - Small adjustments to website in order to appear up to date to donors

Requirements:

- Experience with donor organizing
- Must have the time/capacity required to fulfill the position.
- Ability to communicate about worker cooperatives and NYC NOWC's contribution to broader economic justice and social change movements
- Training in anti-oppression analysis and practice
- This job is remote, but we ask that the person in this position is able to be in NYC for any in person events, and support the planning of such events.

Desired qualifications include:

- Familiarity with worker cooperatives and the Solidarity Economy framework
- Familiarity with the cooperative landscape in New York City
- Relationships with Solidarity Economy donors and networks
- Experience with databases
- Experience with event planning
- Experience with community-centric and grassroots fundraising
- Ability to speak Spanish a plus

Compensation:

- Compensation: **\$50/hr for an average of 15 hrs per week from Early March to June 2022**

In order to apply please send a resume, cover letter, to Tammy@nycworker.coop by February 26th. Applications will be reviewed on a rolling basis. NYC NOWC actively recruits people of color, women, people with disabilities, LGBTQ people, immigrants, and people from low-income backgrounds. We strongly encourage applications from people with lived experiences in the communities with which we work.