



## **MSI Integrity: Development and Outreach Coordinator**

**Title:** Development and Outreach Coordinator (Part or Full-Time)

**Location:** Flexible (Remote).

**Start Date:** November 2020 - January 2021 (Flexible)

### **About our organization**

The Institute for Multi-Stakeholder Initiative Integrity (MSI Integrity) is committed to creating a global economy that centers workers and communities in the governance and ownership of businesses and economic enterprises. After a decade of research into prominent voluntary efforts by corporations to protect human rights, MSI Integrity has concluded that as long as corporations exclude workers or community interests in their governance and ownership—and instead are beholden to prioritizing profit for passive capital—they risk making decisions that harm people and the environment and increasing economic inequality. Regulating corporate behavior is not enough; the corporation itself must change. It is time to debunk the myth of the “ethical corporation” and instead envision and build an economic system and set of economic entities that are accountable to, and directly benefit, workers and communities.

We are seeking a Development and Outreach Coordinator to join us in building on the lessons learned from failures of global multi-stakeholder initiatives, and to help us as we transition our organization towards this new direction and vision. In addition to development and outreach responsibilities, the Coordinator will also help collaboratively shape MSI Integrity’s own governance and internal processes to reflect cooperative, democratically accountable decision-making. This transformation will be framed by MSI Integrity’s ongoing commitment to understanding and addressing the structural forces of classism, racism, misogyny, transphobia, ableism, colonialism, and other intersecting systems that shape and have been shaped by corporate structures. For more information on our history, and our evolving new direction, please visit: <https://www.msi-integrity.org/beyond-corporations/>.

*MSI Integrity was incubated by the International Human Rights Clinic at Harvard Law School from 2010–2012. We are currently funded by the Hewlett Foundation and Open Society Foundations.*

### **Development and Outreach Coordinator: Position Overview**

We are looking for a brilliant, personable and dedicated Development and Outreach Coordinator: someone who can persuade donors, and also the wider public, that workers should have the right to profit from their own labor and to a fair and democratic workplace. The Coordinator will oversee all fundraising and revenue-generating activities for the organization. The Coordinator will also play a key role in generating public communication materials and contributing to broader outreach strategies. Depending on the successful candidate’s interest, experience and desired career trajectory, the Coordinator could potentially also contribute to MSI Integrity’s research or advocacy campaigns.

### **Position Responsibilities**

*Note that the time allocations represent a full-time position. Those looking for a part-time role will have significantly less content creation, public engagement and outreach responsibilities.*

*Major donor and foundation cultivation and solicitation (approx. 25%)*

- Lead the development of long-term fundraising plans and strategies, to be refined in consultation with staff and board.
- Lead research and prospecting to identify new potential funders, including engaging and liaising with relevant staff and board members where appropriate.
- Support the Executive Director in cultivating relationships with foundations and major donors, researching prospects, developing talking points, and drafting correspondence. Work with the Executive Director to involve other staff and Board in funder cultivation and solicitation.
- Develop and maintain effective systems for tracking donors, prospects, and other organizational contacts.

*Content creation, public engagement and outreach (optional: advocacy) (approx. 50%)*

- Lead creation and timely submission of compelling development-related copy, including grants, reports, letters, emails, annual reports, funding proposals and other materials. Collaborate with relevant staff and board members to create consistent messaging about MSI Integrity's programs.
- Lead or contribute to public relations tasks, such as writing press releases, arranging interviews with press, and tracking and generating media coverage.
- Contribute to social media content generation, posting, and maintenance in coordination with wider staff.
- Provide input into outreach and advocacy strategies to ensure that research projects lead to real-world change and, as appropriate, support with the implementation of those strategies.
- If the successful candidate has a desire to contribute to wider organizational content creation, copy editing and communications, or to play a sustained role in research or advocacy efforts, there is flexibility to build this into the role and job description.
- Optional: Represent MSI Integrity at conferences, debates and events.

*Board liaison and staff engagement (approx. 10%)*

- Engage staff and board in regular updates on fundraising progress and budget needs, and ensure all staff are aware of the fundraising and financial health of the organization.
- Actively encourage and support board engagement and assistance with fundraising efforts.
- Support the Executive Director with preparation for quarterly board meetings and act as a wider board liaison.

*Management and organizational support (approx. 15%)*

- Work with the Executive Director and our accountant to support the cash flow and financial management of the organization.
- Contribute to the leadership, governance and development of MSI Integrity. This includes providing input into strategic planning, working collectively to develop MSI Integrity's research agenda and developing annual work plans and budgets. Participate in other organizational leadership, including committees and task forces, as needed.
- As a small non-profit, all staff are also expected to undertake rotating operational responsibilities, such as finance and human resources, and will be trained as needed.

## Qualifications

Applicants must have a strong ability to build relationships with integrity and humility, work independently, forecast and plan multiple projects several months in advance, attention to detail as well as big picture political analysis, and consistent communication while working remotely. In addition:

- Experience working with foundations or in wider fundraising or development, or a proven track-record with advocacy and strategic communications. Salary will be commensurate with experience. Candidates with less than 3 years experience are encouraged to apply only if they demonstrate evidence of excellence.
- Familiarity with at least one of: solidarity economy, corporate accountability, corporate governance, economic justice or relevant fields is strongly preferred.
- Very strong team management and coordination skills, and a proven track-record of working on multiple projects.
- Exceptional written and oral communication skills.
- Familiarity with social media platforms, particularly Twitter.
- Enjoy working collaboratively in a small and driven team, as well as on independent projects. Comfortable working digitally and remotely.
- Excellent spoken and written English is essential.
- Strong interpersonal skills, empathy and evidence of a commitment to equality, justice and the empowerment of marginalized voices in decision-making processes.

## Compensation and Benefits

- We strongly value our staff and offer competitive non-profit sector salaries with strong benefits, including 100%-paid health and dental insurance and generous paid leave provisions.
- Our COVID-19 workplace policy, which is currently under review, includes reduced hours (32 hrs/week), one day a week without meetings for research and reflection, a small monthly home-office stipend, flexible working hours, and unlimited paid sick leave related to the virus. Read more about our COVID-19 policies here: <https://www.msi-integrity.org/our-covid-19-policies-striving-for-a-new-normal-in-the-workplace/>

The applicant must have the right to work in the United States. Unfortunately, MSI Integrity is not able to sponsor employment visas.

## Application Process

If interested, submit a cover letter, resume, a list of at least three references and at least two writing samples, ideally targeting different audiences. Applications should be sent to [peoplesearch@msi-integrity.org](mailto:peoplesearch@msi-integrity.org) and with the subject "Application for Development and Outreach Coordinator". If you are interested in the role as part-time only, please note this in your application. We are accepting application through November 11, 2020 and are reviewing applications on a rolling basis. References will only be contacted after seeking the permission of short-listed candidates.

*MSI Integrity is an equitable workplace and an equal opportunity employer that does not discriminate in its hiring practices. We seek a diverse applicant pool and strongly encourage low-income, BIPOC, women, people with disabilities, and LGBTQ+ people to apply for all our positions.*