

INVESTMENT AND FUNDRAISING DIRECTOR

EB PREC JOB DESCRIPTION

ABOUT OUR COOPERATIVE

The East Bay Permanent Real Estate Cooperative is a multi-stakeholder coop that facilitates BIPOC and allied communities to cooperatively organize, finance, purchase, occupy, and steward properties, taking them permanently off the speculative market. We create community controlled assets and empower our communities to cooperatively lead a just transition from an extractive capitalist system into one where communities are ecologically, emotionally, spiritually, culturally, and economically restorative and regenerative.

We are a team of seven full-time and part-time staffers. As a candidate, you will be eligible for Staff Ownership in the coop after a candidacy period of 12 months and 500 hours. (Review our [by-laws](#) to learn what it means to become a Staff Owner.) You will be expected to develop your capacity to operate effectively in a collaborative and non-hierarchical collective. At times this may look like taking direction from other staff or community members, holding yourself accountable for responsibilities, stepping into leadership roles, or sharing leadership with other cooperative members.

PURPOSE OF THE POSITION

The **Investment and Fundraising Director**'s main purpose is to ensure that EB PREC develops and acquires the funds necessary to continue purchasing properties in the East Bay. You'll plan, co-lead, and manage capital campaigns associated with our Direct Public Offering (DPO), coordinating with other members of the staff. You'll co-create and steward internal processes and infrastructure to ensure efficient campaign operations, as well as design external outreach materials to communicate with potential and existing donors and investors.

MAJOR RESPONSIBILITIES INCLUDE

- Manage our direct public offering (DPO) and associated investment campaigns
- Plan and co-lead major fundraising and investment campaigns, targeting potential and existing donors and investors
- Work closely with Finance Director to hold an overview of the coop's financial health
- Analyze market value of potential EB PREC properties to help determine investment goals
- Collaborate with legal counsels to ensure securities compliance
- Work closely with Executive Director to cultivate our investor network and organizational partnerships
- Work closely with Executive Director and Communications team to plan outreach campaigns to support each fundraising and investment campaign
- Work closely with Communications team to develop messaging and design concepts for fundraising and investment campaign outreach
- Co-lead research and development of infrastructure (such as website, investment/payment platforms, CRMs, etc.) to support the smooth operations of investment and fundraising campaigns and follow ups
- Initiate and follow up on new fundraising outreach opportunities, and speaking engagements for Executive Director and appropriate team members
- Initiate (through partnerships or internal process) fundraising events, ideas, or mini initiatives
- Cooperate! We all carry the load collectively, and we all support the growth of the cooperative outside our major focus areas as needed

REQUIRED QUALITIES/EXPERIENCE

- Experience developing and implementing fundraising and investment campaigns for mission-driven organizations
- Existing relationships with investor networks within EB PREC's target communities, or proven track record of cultivating successful relationships with investor networks
- Excellent writer and communicator
- Excellent time management and prioritization skills
- Adept at learning computer/online tools and campaign/project management systems such as Google Suite, Asana, Toggl, Mailchimp, etc.
- Strong commitment to anti-racism and anti-oppressive movement building

- Strong commitment to collective decision-making and working in a staff collective
- Self-motivated, flexible, and committed to responding to the needs of the community
- Must be based in the East Bay

DESIRED QUALITIES/EXPERIENCE

- Experience building and developing cooperative and social justice organizations, campaigns, and programs (either as primary leader or part of leadership cohort)
- Ability and willingness to participate in cross-organizational coalition work
- Experience with organizational development including but not limited to: management of operations, strategic planning, and facilitation of meetings
- Experience with graphic design, film and/or other visual storytelling methods and tools (such as Canva)

HOURS, PAY, AND BENEFITS

This position is full time (30 hrs/wk) at \$33/hr. EB PREC offers Paid Time Off (PTO) and paid holidays.

HOW TO APPLY

Please send your resume and cover letter to jobs@ebprec.org. Feel free to address the following questions in your cover letter:

1. What excites you most about our cooperative?
2. What role have you held in the past that is most similar to this role, or what life experiences have you had that have prepared you most for this role?
3. What challenges would you anticipate, if any, in taking this role?
4. What would your ideal hours be if you were to perform this role?
5. Describe one thing you've learned about our organization while researching this opportunity.