

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Development Manager
Organization:	The Feminist Press
Location:	New York, NY
Stipend:	\$67,500 with health insurance for the fellow
Start Date:	September 1, 2017

ORGANIZATION DESCRIPTION

The Feminist Press, founded in 1970, is the longest-running feminist publisher in the world. The Feminist Press, or FP, has always been an activist press, closely linked to the women’s movement and women’s studies at its inception and committed to recovering a lost literature—work that had gone out of print not because of its quality but because it was written by women. FP also publishes works by current feminist authors of any gender from around the world, and is itself a voice of contemporary intersectional feminist thought. As a nonprofit publisher, the Press focuses diligently on community outreach; diverse events and programs are a huge part of the work of the Press. For more information, visit www.feministpress.org.

POSITION DESCRIPTION

FP is seeking a Development Manager who will work closely with the Press’s Executive Director, the Treasurer of the Board of Directors, the External Relations Manager, and the Administrative Manager. This position offers the opportunity for the fellow to participate in the creative and strategic thinking that will continue to raise the profile of the Press and hone skills that can be used across a broad range of industries and career paths. Because FP is an independent publisher with a small staff, there is a great deal of shared decision-making, and the fellowship offers the opportunity to participate in areas outside the position description, such as publicity, marketing, editorial, and design.

We are looking for a Development Manager who can, within the framework of the Press’s mission, continue to build a diverse group of readers, allies, and donors, including among new generations of feminists. The fellow will help us maintain and expand areas of development in fundraising, grant writing digital technologies, building communities of supporters, cultivating and maintaining donors, and executing development campaigns. The Development Manager will attend conferences, work directly with the Feminist Press Board to enroll them in campaigns, and will accompany the Executive Director and the Treasurer to select meetings with donors, learning the intricacies of direct fundraising. The Development Manager will play a leading role in helping the Press meet concrete fundraising goals by FY2018.

At the end of two years the Development Manager should have a strong foundation in several areas: fundraising, grant writing, marketing outreach in general and social media outreach in particular, digital technologies, building communities of supporters, and knowledge of how to create a development campaign from start to finish.

This position is *only* available through the Mellon/ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.

Among the projects the Development Manager will work on are:

- **Broadening grant support:** The Development Manager will research and deliver new funding and grant avenues to the Press. This position enables an ambitious individual to help develop a foundation support infrastructure we currently lack, and to imagine the creative projects that complement our mission that might speak to these funders. The Development Manager will help us strengthen our government grant proposals, seek book-specific funding opportunities, and specifically support our editorial department in their work to bolster our works in translation. Translations have had a long history with FP. Part of the intent in founding the press included recovering feminist literature from around the world, “lost” women’s writing that was not being translated into English.
- **Conferences and events:** The Development Manager will seek new sponsorship in conjunction with FP meetings and events, such as STEMInism, an annual conference that brings together students and high-level female scientists to explore the possibilities of a STEM career, while emphasizing the importance of women and people of color in these fields; and the Drag Queen Story Hour, a children’s reading series that affirmatively addresses the reality of today’s diverse families while providing a profound and fun cultural experience.
- **Programmatic initiatives:** The manager will promote FP programs as donor cultivating opportunities. Among these are Theatre Against Rape Culture, which has produced two plays created in collaboration with NYC high school students and produced their tours and outreach projects to more than a dozen cities; and the Louise Meriwether First Book Prize, a literary award for a debut author of color that includes a publishing contract with the Press.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent communication skills;
- Ability to work with people from diverse backgrounds and to help marshal their skills toward a unified goal;
- Experience and comfort with working in a small, team-based organization;
- Flexibility and willingness to pitch in on various projects outside the position description as needed in a small organization;
- An entrepreneurial mindset;
- Ability to handle a variety of ongoing tasks at the same time; and
- Excellent writing skills.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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