



**Ownership
Works**

Manager, Advancement

New York, New York

To Apply

Please visit the [Application Portal here](#). Candidates are encouraged to apply as soon as possible. Due to volume, only those candidates considered for an interview will be contacted.

About Ownership Works

Ownership Works is a fast-growing organization with a mission to increase prosperity through shared ownership at work. We partner with companies and investors to implement innovative shared ownership programs that make every employee an owner and honor the collective effort behind a company's success.

Ownership Works was founded in 2021 to scale shared ownership as a pathway to maximizing wealth creation for workers, addressing economic insecurity, and strengthening companies. Our partners manage over a trillion dollars in assets and employ over a million people.

Ownership Works is building a team of outstanding leaders and professionals to guide investors and companies through the process of sharing ownership and to evaluate the impact of these programs.

About the Position

Ownership Works is seeking a self-motivated and ambitious nonprofit professional interested in a challenging role that will help them develop their career as a fundraiser and as a rising leader in the economic justice space.

With more than \$50 million raised since our founding in August 2021, and with an incredible opportunity to capitalize on our momentum following our 2022 public launch, Ownership Works is recruiting a talented advancement professional to grow our capacity and resources. As the lynchpin of our fundraising efforts, the Manager will be responsible for tracking, organizing, and managing every detail of our fundraising initiatives. This includes managing our reporting obligations, conducting funder research, tracking donor information, and implementing new fundraising strategies. The Manager will need to proactively manage up and anticipate needs days, weeks, and months in advance, while also being able to step back and creatively support Ownership Works' broader fundraising and impact strategies.

As Ownership Works grows, this role will be uniquely positioned to take on increasing responsibility and larger independent projects. A successful applicant will be excited by this professional opportunity. The ideal candidate will be a self-starter who has a builder's mindset, and enthusiasm for rolling up their sleeves to create key fundraising infrastructure and develop

core strategies for a start-up organization. The ideal candidate will have a strong knack for writing, a demonstrated commitment to social justice, low ego, an entrepreneurial spirit, and strive to meet the highest standards in nonprofit operations and fundraising. This position reports to the Principal, Advancement & Partnerships.

Key responsibilities:

- Serve as lead writer for funding proposals and lead reporting manager, drafting new proposals, interim and final reports, and ad hoc narratives that demonstrate our impact, while working with the team to drive successful and prompt submissions.
- Surface, thoroughly research, and prioritize prospective funders across all donor types (corporate, individual, foundations, etc.)
- Support stewardship of funder relationships, tracking all deliverables and driving team to successfully report on impact metrics, proactively organizing and managing-up renewal strategies, and promptly handling special initiatives and special requests from funders.
- Own donor acknowledgment and appreciation strategy, ensuring that donors feel recognized and included as part of the O.W. mission, that supporters receive prompt and accurate gift recognition and acknowledgment letters, and that donations are processed in a timely manner and all relevant data is being successfully tracked in our systems.
- Brainstorm and ensure the timely creation of public-facing fundraising collateral that speaks to the organization’s growing impact, including supporting the creation of our Annual Report and other regular impact updates.
- Update donor and partner records in Salesforce on a regular basis.

Key skills & qualities

- An outstanding writer who can persuasively and succinctly make the case for shared ownership.
- Highly responsive, accountable, and collaborative team member.
- Superior organizational skills; an ability to maintain constant attention to detail; strong instinct to proactively document and track everything.
- Exceptional project management skills that enable the execution of complex, multi-stakeholder projects over short-, medium- and long-term timelines.
- Empathetic and compassionate, with an understanding that positive relationships (both internal and external) are essential components of successful fundraising.
- Interested in joining a fast-paced organization on the cutting edge of doing good
- Basic experience in Salesforce, or a willingness to learn.

Minimum Qualifications

- BA required
- Passion for social justice and the mission of Ownership Works; interest in becoming a subject matter expert in employee ownership
- 3-5 years of experience with professional writing preferably in a fundraising and grant writing context
- 3-5 years of experience in project management at a mission-driven organization

Equal Opportunity Employer

Ownership Works is an Equal Opportunity Employer. Women, people of color, people with disabilities, LGBTQIA persons, and veterans are encouraged to apply.

Base Salary Compensation Range

The compensation available for the role considers a variety of factors including, but not limited to, work location, individual skill set, previous/applicable experience, and other business needs. The estimated salary range for individuals who work in New York City is \$90,000-\$125,000 per annum plus bonus.

Benefits

Excellent health, vision, and dental care benefits for you and your family. Unlimited paid time off. 401(k) retirement plan with generous employer contributions.

Location

Ownership Works is building a New York City based team. We will have an office-centric hybrid work model that prioritizes the health and safety of our staff and partners. The role will include some travel.