



Strategic Partnerships Officer

RISE Together Fund +
RISE Together Action Fund

Remote, US

Paul Towne, MBA
Executive Search Consultant

About Proteus Fund

Proteus Fund connects philanthropy to the frontlines of social justice. We strive to advance the interconnected goals of racial, gender, queer, and disability justice and an inclusive, fully representative democracy. To do our work effectively and with significant impact, Proteus Fund creates dynamic relationships between progressive philanthropists, movement leaders, and other allies that go far beyond transactional grantmaking.

Our trusted position among funders and field actors enables us to support, both through collaborative grantmaking and other efforts, a broad array of strategies to achieve social justice victories. Our donor collaboratives are best-in-class models for bridging responsive philanthropy and cutting-edge social justice movements for deeper impact, aligning resources to address critical needs, and shaping strategy alongside our partners.

Through our fiscal sponsorship program, Proteus Fund partners with initiatives which play a powerful role in the larger ecosystem for social change, providing them with tailored and comprehensive organizational support.

To date, Proteus Fund, and its affiliated 501(c)(4) organization, the Proteus Action League (PAL), have distributed \$250 million in grants, and provided other essential tools to support activists, advocates, networks, coalitions, and issue-specific campaigns at the local, state, and national level.

Proteus Fund is headquartered in New York City, with offices in Amherst, Massachusetts. Our staff is based across the entire United States.

Proteus operates and pursues its work based on a set of values synergistic with our vision and mission:

- » Diversity, equity, and inclusion;
- » Integrity and professionalism;
- » Transparency and accountability; and
- » Respect and humility

About RISE Together Fund + RISE Together Action Fund

The RISE Together Fund (RTF) and RISE Together Action Fund (RTAF) support cutting-edge Black, African, Arab, Middle Eastern, Muslim, and South Asian (BAMEMSA) field-led work. RTF bolsters its national grantmaking with programming, field building, and technical assistance to build and expand the capacity of the BAMEMSA movement toward racial, gender, and queer justice and a fully inclusive and representative democracy.

Since 2008, RTF has funded directly impacted voices to lead policy and social change in BAMEMSA communities. RTF is the first and only national donor collaborative dedicated to supporting the critical work of BAMEMSA individuals and organizations facing anti-Muslim

targeting, hate crimes, and xenophobia. RTF's grantees span 18 states, and since 2008, RTF has granted more than \$20 million and reached more than 500 organizations. In 2023, RTF will receive a \$6 million gift from philanthropist MacKenzie Scott, the donor collaborative's single largest gift. RTF has elected to receive this transformational gift over four years to sustain and build its future, while allowing its fundraising and strategic partnerships program the opportunity to grow and meet the challenge of the increased budget.

Position Summary

Ongoing violence and discrimination against BAMEMSA communities underscore the need for a deeper commitment from philanthropy. For every 100 dollars spent by social justice philanthropy, only about one dollar is spent in the BAMEMSA field.

Under the supervision of the RISE Together Fund Program Director, the Strategic Partnerships Officer plays a lead role in addressing this imbalance and ensuring RTF has the resources to meet the increasing needs of the BAMEMSA field and communities. Specifically, the Strategic Partnerships Officer oversees the design and execution of RTF's fundraising strategy by unlocking the full potential of donor partners through strategic long-term relationships and organizational partnerships.

Essential Job Functions

- » Leads annual and long-term fundraising planning, goal setting, and execution with a view toward meeting and exceeding annual and multi-year fundraising goals
- » Develops individualized goals, strategies, cultivation, solicitation, and stewardship plans for each current and prospective donor partner to ensure an authentic sense of strategic partnership with each donor and supports the Program Director and Program Officers in their fundraising goals
- » Provides direction within RTF to analyze revenue trends and forecast accordingly
- » Prepares regular fundraising activity and revenue reports for Program Director and other stakeholders
- » Drafts compelling donor outreach and stewardship materials and maintains primary responsibility for developing messages, strategy memos, talking points, and materials for all fundraising efforts
- » Writes, edits, and submits proposal narratives and reports to foundations and individual donors in collaboration with the Proteus Fund's donor services team and the Program Associate
- » Partners with the Proteus Fund finance team to review and provide direction on the annual budget and monthly reconciliation process alongside the Program Director, and ensures timely communication of financial reporting and budget needs to donor partners

- » With the support of the Program Associate and donor services, ensures Proteus Fund's organizational donor management system is up to date with regard to all prospective and current donor engagements, reporting and proposal deadlines, and progress on all development-related projects
- » Provides support, guidance, and training to grantee partners and other field leaders, and stewards resources to field organizations through recommendations and introductions to donor partners where appropriate
- » Coordinates closely with program staff to effectively share RTF's work and impact within philanthropy, and plans engaging semiannual donor partner meetings. Conceives and implements special events for current or prospective donor partners, including the implementation of tailored follow-ups so that special events are part an arc of authentic strategic partnership
- » Plays a key role with the Director in developing RTF's communications strategy with an eye toward promoting RTF's work for fundraising purposes. Ensures RTF communications (website, email, social media) are consistent with fundraising objectives. Writes, edits, and coordinates the production of promotional materials for RTF, including a year-end report and email updates on RTF activities for external audiences with the support of the Program Associate and in collaboration with Proteus Fund's communications consultant
- » Coordinates with and meets regularly with other Proteus Fund development staff to ensure consistency and coordination in donor outreach and stewardship efforts

Experience + Alignment to Culture + Values

Experience

The Strategic Partnerships Officer has five years or more of formal or informal experience in fundraising, which could include writing proposals and reports to foundations and individual donors, stewarding, soliciting, and closing gifts, or other equivalent development experience.

They possess a deep understanding of the BAMEMSA experience, a commitment to advancing the rights of the BAMEMSA field, and a track record of working with diverse communities. The Strategic Partnerships Officer possesses a working knowledge on the substance, dynamics, trends, and priorities within philanthropy, including experience working with donor partners and applying best practices in donor partner cultivation, stewardship, and grant writing. We value candidates who can demonstrate capability and articulate how prior experiences will help them transition into this role.

Additional Requirements + Experience Include:

- » A working knowledge or commitment to learning the substance, dynamics, and priorities within the field of racial justice and civil rights and demonstrates sensitivity and cultural competency related to the work of the BAMEMSA field.
- » Excellent writing, editing, and research skills
- » Strong attention to detail, particularly concerning funder specifications and deadlines
- » Excellent relationship-building and interpersonal skills

- » Excellent project management and organizational skills. Ability to prioritize and manage multiple high-priority tasks and responsibilities under tight deadlines and schedules while inspiring others to do the same
- » Ability and willingness to adapt as goals and community needs shift.
- » Strong financial acumen to manage budgets
- » Strong problem-solving and analytical skills, including the ability to facilitate disagreement
- » Experience with identifying and stewarding new relationships, especially along lines of difference

Alignment to Culture + Values

- » Commitment to the mission and values of progressive social justice movements and RTF's commitment to resourcing the BAMEMSA field equitably
- » Cultural responsiveness and an alignment with our values and commitment to equity, diversity, inclusion, and belonging
- » Strong relationship building, high ethical standards, discretion, and tact
- » Personal qualities of humility and empathy

Reporting Relationship

This position reports to Proteus Fund's Director, RISE Together Fund and has no direct reports.

Leadership + Key Stakeholders

(Please do not contact the organization or its leaders directly)

Paul Di Donato (he, him, his) President + Chief Executive Officer

Paul Di Donato has been President + CEO of the Proteus Fund and Proteus Action League since 2016. For over thirty years, he has been a social justice activist, lobbyist, litigator, funder, and nonprofit executive working across many progressive issues and movements.

At Proteus Fund, Paul oversees a wide range of dynamic programming—from Donor Collaboratives and Donor Advised Funds to Fiscally Sponsored Projects (FSPs)—aimed at organizing and partnering with foundations and individual donors while engaging in deep collaboration with local, state, and national movement actors to advance equity, justice, and an inclusive, representative democracy.

Under Paul's leadership, Proteus has nearly doubled its annual grantmaking to approximately \$23 million, with a primary focus on the local and state level. During this time, Proteus has also expanded its donor collaborative work to not only provide funds to organizations, but also to

provide grantees and movements additional tools, capacities, and networks to enhance their overall effectiveness. Since 2016, Proteus has also doubled the number of FSPs to 17 while developing a model of tailored services and support to incubate these critical social-justice initiatives proactively. Today, Proteus is a \$48-million progressive philanthropic organization supporting 33 funds and initiatives with a highly skilled and committed staff of over 85 individuals.

Prior to becoming President, Paul directed Proteus Fund's Civil Marriage Collaborative (CMC) for eight years. The CMC was a groundbreaking donor collaborative that played a critical role in helping to win the freedom to marry in the United States in 2015. Under his leadership, the CMC created a space for committed donors, visionary activists and advocates, and talented allies from across many sectors to innovate and advance the most effective strategies. The CMC awarded over \$20 million in grants and played a significant role in mobilizing other funders to support marriage equality.

Before the CMC, Paul worked in New York and San Francisco in a variety of social justice capacities. As a consultant, Paul worked on organizational and program development, strategic planning, evaluation, leadership coaching, and governance with a wide range of philanthropic, nonprofit, and academic clients. As Executive Director, he transformed Funders Concerned About AIDS into a leading international philanthropic actor in the response to the pandemic's impact across the Global South while also advancing a variety of other initiatives to educate and mobilize U.S. grantmakers to address HIV/AIDS and its attendant issues of healthcare disparity, racism, sexism, and homophobia.

As Federal Affairs Director and Public Policy Director at the San Francisco AIDS Foundation and Public Policy Director at the AIDS Legal Referral Panel, Paul provided key leadership on a wide range of national and California-specific HIV/AIDS legislative and related public policy victories. He also served as both Executive and Legal Director for National Gay Rights Advocates, one of the first national LGBTQ legal rights organizations. In private civil-rights practice, Paul litigated a wide range of cases from prison reform and employment discrimination to voting rights. After graduating law school, Paul was the first man to be named a Revson Women's Law + Public Policy Fellow. Paul graduated from the University of Pennsylvania and received his law degree from Harvard Law School.

Rana Elmir (she, her, hers)
Director, RISE Together Fund

Rana Elmir joined Proteus as the Program Director for the RISE Together Fund having devoted her career to storytelling, action, and activism.

For nearly 16 years, Rana was a member of the ACLU of Michigan's senior leadership team starting as Communications Director, then Deputy Director, and finally interim Executive Director. Working with a 35-member team, Rana led various equity, diversity, inclusion, and belonging efforts. She also guided legal, advocacy, and media strategies and campaigns externally centered on the most pressing civil rights issues in Michigan, including supporting BAMEMSA and immigrant communities, LGBTQ equality, criminal legal reform, reproductive freedom, and racial justice.

However, as a former newspaper reporter, Rana is a storyteller first and foremost. Some of her most compelling tales stem from the experiences of her immigrant family, who fled to the United States from Lebanon when Rana was still a small child. In addition, Rana lectures often on issues related to anti-Muslim bias, the importance of free speech, and the intersection of race, faith, gender, and LGBTQ rights.

While her serious side is frequently on display, she's also an indefatigable nerd and recovering introvert who enjoys spending her free time going on birding expeditions, watching Jeopardy, and telling jokes so corny they can provoke eye rolls from just about everyone who has progressed beyond the 4th grade. Rana is a graduate of Wayne State University's Journalism School and the Journalism Institute for Media Diversity. She currently serves on the Board Executive Committee of ACCESS, the nation's largest Arab American community non-profit.

Amardeep Singh (he, him, his)
Vice President of Programs

Amardeep Singh is a seasoned grassroots activist, attorney, organizational founder, and philanthropy professional. Amar came to Proteus from the Open Society Foundations (OSF) where he served as a senior program officer, issuing \$11 million in grants to build the advocacy power of Muslims, Arabs, and South Asians—including successful efforts to repeal the Muslim Ban. Amar has overseen multi-year convenings and grantmaking to strengthen bonds among racial-justice organizations across the United States and the distribution of nearly \$6 million in grants to support youth activism in response to the murder of George Floyd. Prior to beginning his philanthropic work, Amar co-founded the Sikh Coalition in the wake of 9/11—now the largest Sikh civil rights organization in the United States.

At the Sikh Coalition, Amar played a significant leadership role in several critical social justice victories:

- » Creating the first federal hate-crime tracking category for Sikhs, Hindus, and Arabs
- » Ending the U.S. Army's ban on turbaned Sikh soldiers and the NYPD's ban on turbaned police officers
- » Ensuring airport travel search rules for Sikh, Muslim, and other travelers respect their civil rights

Amar also served for four years on President Barack H. Obama's Advisory Commission on Asian Americans and Pacific Islanders. He has taught a course at Columbia University on law and ethnic identity. He has received a number of awards for his public-interest work and was recognized as a "Top Lawyer Under 40" by the National Asian Pacific American Bar Association. Amar received his JD degree from Case Western Reserve University School of Law and his BA from Rutgers University.

Sheila Bapat (she, her, hers)
Sr. Program Officer, RISE Together Fund

Sheila joined the Proteus Fund team in February 2018. Before joining RISE Together Fund, Sheila served as Program Director at California Bar Foundation, where she launched a

statewide Legal Fellowship program which helped to build capacity for legal aid while generating career entry points for law students and attorneys of diverse backgrounds. In addition, Sheila is an author and freelance writer focusing on social movements and economic justice. Her first book, "Part of the Family: Nannies, Housekeepers, Caregivers, and the Battle for Domestic Workers' Rights," was published by Ig Publishing in June 2014. Sheila received her J.D. from the University of Pennsylvania and her B.A. from the University of Arizona.

Kamardip Singh (she, they, them)
Program Officer, RISE Together Fund

Kamardip joined the Proteus Fund team in September 2022. Prior to joining the RISE Together Fund, Kamardip completed her Masters in Human Rights Law at Oxford University, while consulting with several philanthropic and human rights groups in the US and internationally. Kamardip comes from a background in international women's rights with over 15 years advocating for gender justice, economic justice, and feminist causes.

Currently, Kamardip serves as a Commissioner for the Alameda County Human Relations Commission, a human rights and equity focused county commission. Their local community organizing work with racial justice and anti-caste work brought them to the RTF team where they're delighted to support the work of BAMEMSA organizers across the US.

Compensation + Benefits

This is a full-time, exempt position with a salary range of \$104,000-\$126,000.

Proteus Fund utilizes geographic salary differentials; compensation will be contingent on location.

A highly competitive benefits package is provided, including:

- » Medical and dental benefits for employees and eligible dependents available on first day of work
- » 401(k) retirement savings account with an organization contribution of 10% of annual salary
- » Three weeks paid vacation in first year of employment; four weeks in subsequent years
- » Fifteen sick days per year
- » Three personal days per year
- » Twelve paid holidays
- » Professional development initiatives for growth
- » Paid Family Leave

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

Location + Travel

This position is fully remote.

Some travel (10-15%) is expected, including donor meetings and events.

EEO + Diversity, Equity, and Inclusion

Proteus Fund believes that one of the greatest strengths of an organization is the rich diversity of its staff and board and is committed to providing equal employment and promotional opportunities based upon individual capabilities and qualifications without regard to race, color, religion, gender identity or expression, pregnancy, sexual orientation/affectional preference, age, national origin, ethnicity, marital status, citizenship, disability, veteran status or any other protected characteristic as established under the law. Proteus Fund's policies and practices are to reflect Proteus Fund's commitment to nondiscrimination in all areas of employment.

Proteus Fund is committed to the full inclusion of all qualified individuals. As part of this commitment, Proteus will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the search consultant leading this search, Paul Towne, at paul@coopercoleman.com.

COVID-19 Vaccination Requirement

Please note, in an effort to maintain and safeguard staff's health, well-being, and safety, Proteus Fund requires all employees to be vaccinated prior to their employment and adhere to the regular upkeep of COVID-19 vaccination requirements as per CDC recommendations while employed. Proof of the CDC-recommended level of COVID-19 vaccination is required as a condition of employment with Proteus Fund.

Comprehensive Personal Screening + Reference Check

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials, where applicable, at the time of offer, and will conduct a background check, not including a credit check, before finalizing an offer.

Submission Instructions *(please read carefully)*

Cooper Coleman is leading this search on behalf of Proteus Fund. To apply, please [visit this link](http://www.coopercoleman.com/current-searches) (www.coopercoleman.com/current-searches). Inquiries and nominations of qualified candidates can be sent to:

Paul Towne

paul@coopercoleman.com

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews with the Proteus Fund team will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join Proteus Fund, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.

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