About RUNWAY

**RUNWAY** is committed to advancing Black resiliency for Black businesses and the communities they serve by building emergent financial practices and infrastructure that close the racial wealth gap for good. We are a national initiative that works to repair the structural inequities of the racial wealth gap by providing entrepreneurs of color early stage “Friends & Family” funding and holistic business support that is the crucial foundation for business success and long-term community wealth building. In partnership with investors, financial institutions, and the entrepreneurship ecosystem, we collaborate as an innovative means to bridge the old economy of extraction to the next economy based on relationship and community regeneration.

We are driven by the guiding principle that capital can be used to heal, repair and connect. This principle informs all aspects of our organizational culture, from our lending and credit processes with our entrepreneurs to the interpersonal working relationships within our team. We aim to partner and seek community with our funders interested in disrupting dominant systems and norms, and co-creating new experiments while at the same time, upholding a culture of self-care and restoration that we deem necessary for true systemic action. We drafted our [Funder Manifesto](#) as a guide for our community of investors, and prospective investors, on the ways in which RUNWAY approaches the financial relationships that fund our work in ways that are sustainable and equitable. We value trust-based relationships over transactional ones and work to upend extractive philanthropic practices towards more regenerative practices that lead to a more just future.
**Worker Self-Directed Nonprofit**

We are a team of diverse, entrepreneurial Black and Brown women building an economy that centers healing, joy, culture, and collective wealth for Black people. We believe in bringing our whole selves to the work and practice living our values of equity and racial healing. We are organized as a cooperative self-directed non-profit worker seeking entrepreneurial, energetic folks that enjoy dreaming & collaborating to build a more just economy. Each of our team members has a specific set of responsibilities while also participating in democratically run organizational circles split up into the following need areas:

- Operations
- Administration
- Marcomms (marketing + communications)
- Business Development & Fundraising
- Fund Development
- Portfolio Management
- Bank Licensing & Products
- Community Engagement
- Training & Education
- New Markets

Full-time employees participate in 2-3 circles, which may include the circle they lead as part of their main role. The expectation is that everyone meets their role and responsibilities while collectively supporting the work of each circle they are a part of. In addition to circle gatherings, the team meets every Friday for an all-team general circle where we update each other and make decisions collectively.

**The Opportunity**

Since the launch of RUNWAY’s initial Friends & Family Loan Funding Program in 2017, we have deployed $820,000 to 44 entrepreneurs in Oakland and Boston. Through our work with the REAL People's Fund, we have closed an additional $1.3M across a mix of equity investments, loans, and integrated capital grants to businesses in the Bay Area. Building on the success and learning from these funds, RUNWAY recently announced our [Rooted Initiative](#) - a 10-year commitment to invest in Southern Black entrepreneurs by creating our own fund.

This is a time of significant growth and change for RUNWAY, including growing our team, expanding our work into new regions, building the operational capacity to manage a new fund, and substantially increasing our fundraising goals. The Director of Development serves as the lead fundraiser for the organization and is responsible for developing and executing annual development plans. This position listens to and attunes to team members to understand overall goals and key deliverables, and to map the philanthropic support needed to deliver on these effectively. The ideal candidate should have management experience, excellent communication and interpersonal skills, institutional and individual fundraising knowledge, event
planning capabilities, and an interest in inclusive entrepreneurship and urban economic development.

This position is responsible for cultivating donor/investor relationships, devising innovative stewardship and engagement strategies, managing grant writing and research, and identifying new growth opportunities. Additionally, the Development Director will plan and execute special events, generate donor communications and newsletters, manage a portfolio of donors/investors, present regular progress reports, and collaborate with staff on expansion into several new regions.

**Position Overview**

**Primary Responsibilities:**

- Lead annual fundraising strategy development and ongoing planning.
- Implement and execute an annual fundraising plan to meet fundraising goals.
- Senior Relationship Manager to all major funders and Investors.
- Lead Investor Engagement: Webinars, events and convenings to build a funder/investor community.
- Devise Stewardship & Engagement Strategy for all Donors and Investors
- Lead Grant Writing, Budgeting, and Prospecting for New funding opportunities.
- Prepare high-quality, well-written materials, summaries, and fundraising reports for internal communications, internal retreats, and interdepartmental (circle) work.
- Lead Liaison for the internal RUNWAY team. Attend weekly meetings and retreats.
- Plan and execute special events.
- Manage grant writing and identification of new grant opportunities.
- Generate donor communications and donor newsletters
- Ensure timely acknowledgment of donor gifts and compliance with grant reporting requirements
- Manage a portfolio of donors
- Regularly evaluate the organization's donor/investor engagement strategy and make strategy recommendations based on experience and a deep understanding of the organization's strategic goals and growth trajectory.
- Contribute ideas and input to frame the organization's work within the broader ecosystem of Black entrepreneurship and social justice investing.
- Nurture and strengthen collaborative, supportive relationships with team members, partner organizations, community leaders, consultants, and funders.
- Represent RUNWAY with integrity, excellence, and community care by upholding the organization's internal team agreements.
Desired Skills/Experience/Qualifications:

- 7+ years experience in Fundraising
- Management or leadership experience preferred.
- Ability to work independently and collaboratively.
- Excellent communication and interpersonal skills are required.
- Organizational, time-management, and problem-solving skills are needed.
- Excellent attention to detail.
- Knowledge of grant writing and prospect research across private, and corporate funding sources
- Event planning capabilities.
- History of working collaboratively across departments and teams to achieve strategic goals
- Knowledge of philanthropic trends and curiosity to discover and/or set new trends, particularly trends that are values aligned with RUNWAY mission (i.e trust-based philanthropy)
- Interest in Inclusive Entrepreneurship + Urban Economic Development.
- A network of existing relationships in philanthropy and impact investing (desired but not required).
- A work ethic oriented towards excellence, innovation, and deep relationship building across class, race and power/privilege.
- Knowledge and practice of trust-based philanthropy that is rooted in “right relationship.”
- Ability to work independently, be self-directed and self-manage in a virtual environment, and willingness to travel as needed.

Compensation: 150k full-time salaried. position with health insurance, vision, and dental benefits. Flexible work schedule and unlimited PTO. Benefits are offered after a 3-month trial period.

Location: Fully remote with occasional travel, based in the USA

How to apply: Send resume and cover letter to hiring@runway.family by July 21st.

RUNWAY is an equal opportunity employer and prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender identity or expression, personal appearance, protected veteran status, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination against a person who is perceived to have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. African American and People of Color are strongly encouraged to apply.