

Transgender Law Center Job Opening: Development Manager

The Transgender Law Center is a groundbreaking civil rights organization working throughout California to ensure that all of us are able to fully and freely express our gender identities. Every day we connect transgender people and their families to technically sound and culturally competent legal services, increase acceptance and enforcement of laws and policies that support California's transgender communities, and work to change laws and systems that fail to incorporate the needs and experiences of transgender people.

We are seeking a full-time development professional to work closely with the Executive Director and consultants to expand and manage TLC's individual and major donor program. The Manager will be responsible for implementation of the donor program, including donor communications, engagement, and stewardship; grassroots fundraising strategies; donor events; direct mail solicitations; and database management.

Principle Duties:

- **Planning & Evaluation**
 - With the Executive Director and Board leaders, develop and implement one and three-year strategic and operating plans for individual fundraising, including objectives, budgets, specific activities with timelines and benchmarks, and metrics for measuring success.
 - With Executive Director, conduct ongoing evaluation of progress toward the annual and three-year plans.
- **Individual Donor Program**
 - Build a diverse, integrated individual donor program that builds stronger relationships with existing donors and increases the number of donors and their commitment to the Transgender Law Center.
 - With the Executive Director and development consultant, create and execute a comprehensive program for donors of \$500+, including: prospect research and rating; cultivation, engagement, stewardship, and recognition; and support for personal solicitations by the Executive Director and Board members.
 - Prepare and distribute acknowledgment letters.
 - Coordinate direct mail solicitations.
- **Communications for Individual Donors**
 - Develop/coordinate ongoing communications program for current and prospective donors, including but not limited to, electronic communications.
 - Participate in relationship building with all individual donors.
 - Respond to queries, electronic and otherwise, from prospective donors.
 - Assist in writing donor communications, including newsletter, e-blasts and impact reports.
- **Database Management & Documentation**
 - Maintain and improve database to document donor gifts, interests and communications.
 - Maintain both electronic and hard-copy donor files.
- **Event & Development Support**
 - Work with Executive Director and Board to organize TLC solicitation and stewardship events, including annual event, house parties, and other grassroots fundraising strategies.
 - Support development of grant reports and applications in partnership with the Executive Director.

Required Qualifications:

- At least one year of nonprofit fundraising experience and knowledge of basic fundraising techniques and strategies.
- Demonstrated writing and organization skills and experience.
- Exceptional interpersonal skills.
- Excellent attention to detail and commitment to accuracy.
- Experience working in deadline-driven environments, and proven ability to meet deadlines.
- Demonstrated ability to work as part of a team and with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds.
- Demonstrated commitment to social justice, anti-oppression work, and LGBTQ rights.
- Core computer skills in Microsoft programs including Word, Excel, PowerPoint, and Outlook.

Preferred Qualifications:

- Experience working with the transgender community.
- Experience organizing successful fundraising events.
- Proficiency with fundraising databases (CiviCRM a plus).
- Comfortable operating in a fast paced and diverse community environment.

Compensation and Benefits:

- Full-time, exempt position reporting to the Executive Director.
- Salary commensurate with experience.
- Vacation, medical and dental benefits.

To apply, email cover letter, resume and two brief donor-related writing samples to jobs@transgenderlawcenter.org. Please include “Development Manager” in the subject line of your email.

Or mail your application to:

Job Search – Development Manager
Transgender Law Center
870 Market Street, Suite 822
San Francisco, CA 94102.

The position will be filled as soon as the appropriate candidate is found. It is therefore recommended that you submit your materials as promptly as possible. Only those applicants selected for an interview will receive a response.

The Transgender Law Center is an Affirmative Action/Equal Opportunity Employer. Transgender people and applicants of color are strongly encouraged to apply. Please note that TLC believes in providing advancement opportunities for existing staff and volunteers. Internal candidates encouraged.

No telephone calls please. For more information about TLC, check out www.transgenderlawcenter.org.