

Title: Development Director
Reports to: Executive Director
Deadline for applications: Ongoing until filled

ABOUT TRANS LIFELINE:

Trans Lifeline is a national trans-led organization dedicated to improving the quality of trans lives by responding to the critical needs of our community with direct service, material support, advocacy, and education. Our vision is to fight the epidemic of trans suicide and improve overall life-outcomes of trans people by facilitating justice-oriented, collective community aid.

With an annual budget of \$1.5 million, Trans Lifeline is a small organization with big impact. Demand for all of our services continues to grow, and Trans Lifeline works hard to keep up with the needs of our community. We cannot do this without growing our fund development program. Today, we are primarily funded by individual donors from around the country; there is potential expansion in foundation support, business partnerships and third party events.

POSITION OVERVIEW:

The Development Director is responsible for the strategic vision, planning and implementation of Trans Lifeline's overall fundraising efforts, including individual donor engagement, donor services, foundation grants and fundraising events. The Development Director is also responsible for collaborating with the Communications Director and other team members to create a communications strategy as it relates to donors and prospects, as well as organization-wide communications. The Development Director serves as a member of the organization's Leadership Team, which is responsible for the overall stewardship, programmatic success and financial stability of the organization.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Providing strategic and creative leadership of all fund development related activities related to individuals (annual fund, direct mail, sustainers, events, legacy giving) and institutions (foundations, corporations, businesses) for the organization.
- Co-creating and implementing a comprehensive annual fundraising plan in conjunction with the Executive Director to successfully support the organization's goals. Key components of the Development Director's input include specific dollar goals, strategies and tactics for each of the following areas: major gifts, events, community gifts, corporate and foundation gifts, monthly giving, lapsed donors, workplace giving, new donor acquisition and legacy giving program.
- Identifying, qualifying, cultivating, soliciting and stewardship of individual donors who give \$1,000 and up using highly customized correspondence, phone calls and face-to-face meetings.
- Conceiving of and executing a calendar of cultivation and stewardship events that engage donors and potential donors in the organization's mission and programs.
- Providing leadership, planning, and implementation for annual fundraising events, as well as liaison with third-party fundraising events.
- Supporting the Executive Director to secure major gifts from individual, corporate and foundation sources.
- Supporting the Board of Directors to take an increasingly active role in fundraising; participating in the recruitment and skills building of members in order to accomplish fund development goals.
- Leading all aspects of grants management, including: maintaining timelines and milestones, researching and writing grant proposals and LOIs as well as subsequent progress reports to funders.
- Researching and proposing ways to develop and market a more robust legacy giving program as part of efforts to increase the number of future legacy gifts for the organization.
- In partnership with a part-time Development Associate, maintaining accurate moves management records and donor information in the donor database (Fundly).
- Managing and/or creating all necessary administrative systems and procedures to track, record, report, acknowledge, and recognize all contributions and ensure the accuracy and timeliness of all fundraising, prospect and donor communications.
- Providing strategic counsel and reports to Executive Director to evaluate effectiveness of plans including metrics/analysis for print/email communications, giving by donor segments, events, etc; proactively recommend changes in strategy as necessary.

- Providing regular reports to the Board of Directors regarding fundraising plans and results.
- Demonstrating knowledge and support of Trans Lifeline's mission, values and programs through public speaking engagements and other outreach activities.
- Working collaboratively across other departments to execute plans, build internal relationships and nurture a culture of philanthropy throughout Trans Lifeline.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent communication skills in writing, in-person, and over the telephone with the ability to be knowledgeable and articulate in stating the organization's mission and vision, and the case for support of its priorities.
- Outstanding analytical skills demonstrated in managing prospect pipeline strategies and aligning them to fundraising and campaign priorities, as well as in research and reporting abilities.
- A strong degree of initiative, problem-solving skills, and flexibility.
- A disciplined, results-oriented self-starter demonstrating initiative and the ability to work independently with minimal supervision.
- Ability to interact with all constituents, including donors, colleagues, Board and volunteers with respect and professionalism.
- Exceptional organizational skills and attention to detail.
- Familiarity with tech platforms such as G-Suite, Slack, Fundly (donor database), Microsoft Office Suite, and popular social media.
- Authentic interest in and passion for the mission of Trans Lifeline.

MINIMUM QUALIFICATIONS:

- At least 5 years related fund development experience with at least 3 years' successful experience in front-line fundraising.
- Demonstrated excellence in assuring strategic direction of fund development and communications activities.
- Exceptional verbal and written communications skills; engaging interpersonal skills.
- Demonstrated success and effectiveness in identifying, qualifying, cultivating, soliciting, closing, and stewarding donors/potential donors.
- Experience in using online/digital marketing strategies for national fundraising campaigns.
- Strong organizational skills; ability to prioritize and handle multiple projects simultaneously and to work calmly under pressure of goals and deadlines.
- Advanced computer skills and experience with donor databases that support effective solicitation strategies and communications.
- Demonstrated knowledge of trans-specific politics and policy on a local and national scale.
- Ability to work comfortably with diverse populations.

COMPENSATION AND BENEFITS:

The compensation package is competitive and commensurate with experience. Generous benefits include medical, dental and vision insurance, vacation and holidays, and holiday bonuses. Base salary is budgeted in the \$55,000-\$70,000 range.

WORK REQUIREMENTS:

Strong preference for a candidate local to the San Francisco Bay Area or willing to move in the next year, but will consider remote applicants with particularly excellent fit.

TO APPLY:

Submit as attachments your resume and a compelling cover letter describing why this position is of interest to you and how your experience relates to the description above to Brenda Laribee at brenda.laribee@translifeline.org. Please include "Development Director" in the subject line of your email. No telephone calls please.

Trans Lifeline is an equal opportunity employer. We encourage applications from people with diverse backgrounds, including women, people of color, immigrants, people with disabilities, LGBTQ people, people from low-income backgrounds, and people with personal experience with the criminal justice system. Trans Lifeline strongly encourages applications from people with lived experiences in the communities we serve.