



**POSITION TITLE:** Development Manager

**REPORTS TO:** Executive Director

**FULL-TIME, EXEMPT,** some evenings and weekends required

**POSITION DESCRIPTION:**

The Development Manager works with the Executive Director to implement Guilford Green Foundation & LGBTQ Center's vision of a well-resourced array of programs and services to meet the needs of the LGBTQ community in the Triad. Based on a thorough understanding of LGBTQ community needs, the Development Manager works to ensure that programs and operations are funded, and development goals are achieved. The Development Manager is responsible for managing grants, corporate sponsorships, individual donor stewardship, planning and implementing fundraisers, assisting with planning and implementing the annual gala, managing social media and donor communication, and maintaining donor data. This position works collaboratively with a team to advance organizational goals and reports to the Executive Director.

**Our Commitment to Diversity and Equity:**

Guilford Green Foundation & LGBTQ Center strives to be a workplace that is representative of the community we serve. We are an equal opportunity employer and encourage applications from all individuals including LGBTQ (lesbian, gay, bisexual, transgender, and queer) people; people of all genders and gender expressions; Black, Brown and Indigenous people; People of Color; people living with HIV, and people with disabilities.

**Key Responsibilities:**

Development and Donor Relations (70%)

- Individual Donor Relations & Stewardship
  - Establish strategies to identify, recruit, cultivate, and retain individual donors and grow donor base
  - Maintain, facilitate, and create positive relationships with donors through correspondence, thank you letters, appeals, meaningful conversations, and data entry of donor information and donations
  - Plan and implement annual giving campaigns like, Friendship Fund Drive, Give Out Day, and Giving Tuesday
  - Maintain donor database and run donor data reports as needed
  - Prepare and send donor acknowledgement letters
  - Perform donor research and prospecting
  - Create donor solicitation and recognition materials
  
- Grants Management
  - Prepare and submit grant applications including budgets, and ancillary materials
  - Maintain grants calendar for grant applications and reports
  - Continuously research new grant opportunities

- Work with program staff to ensure strong grant implementation
- Maintain historical grant records
- Build, maintain, and cultivate relationships with foundation and corporate grantmakers
- Corporate Sponsorship
  - Research potential corporate sponsors
  - Build, maintain, prospect, and cultivate relationships with corporate sponsors
  - Solicit sponsorships for quarterly Green Queen Bingo events
  - Implement and promote all sponsorship benefits for committed sponsors
  - Maintain historical records of sponsorship agreements
  - Solicit sponsorships for the annual gala, and community programs
- Fundraising Event Management
  - Oversee the planning and execution of special fundraising events, including Green Queen Bingo to generate funds for the organization
  - Coordinate and execute cultivation and solicitation events
  - Assist with planning and implementation of the annual gala
  - Solicit silent and live auction items for the gala
  - Host 2-4 community “takeover” events per year
  - Manage annual online auction (including soliciting items)
  - Manage event invitations and RSVP’s

Communications and Marketing (30%)

- Social Media
  - Develop and implement annual social media communications plan
  - Actively engage with LGBTQ friendly brands and sponsor brands
  - Post relevant breaking news
  - Develop and implement plans to grow social media engagement across existing and emerging platforms
  - Document impact statements, donor testimonials, program photos, etc. to tell our story on social media
- Marketing
  - Develop marketing materials for events, programs, and donor materials

**Qualifications and Characteristics:**

- Interest in grassroots fundraising strategies, and raising funds for an organization dedicated to equity for the LGBT community
- Comfort with public speaking, presentations at events and in front of large audiences, cold calling, and direct community-based outreach
- Strong analytical skills, writing skills, and research skills
- Ability to work well independently and as a member of a team in a fast-paced, deadline-driven environment, and be able to prioritize and manage multiple tasks effectively and efficiently

- Passionate learner who is motivated to take on new challenges
- Dedicated to equity in the LGBTQ community
- Prior experience in working with historically underrepresented and marginalized communities
- Demonstrated track record of setting and achieving goals

### **Requirements**

- Bachelor's degree or relevant work experience in lieu of a degree
- Knowledge of Google Drive, Microsoft Office suit and social media platforms. Experience with Adobe Creative Cloud is a plus
- Experience working with donor data and data management systems
- Cultural competency around LGBTQ communities
- Commitment to anti-racism and equity in the LGBTQ community

### **Salary and Benefits**

- Salary Range: \$40,000-\$45,000
- Benefits include: Health Insurance with 50% of premium paid by organization
- 10 paid holidays and 15 days of paid time off

### **To apply:**

- **Submit a cover letter and resume to [info@ggfn.org](mailto:info@ggfn.org). Resumes will be accepted until February 28<sup>th</sup>, 2021.**
- **Please include Attn: Development Manager Resume in the subject line.**
- **Interviews with select candidates will be held in March 2021.**
- **Offer for employment will be extended in early April 2021**
- **Expected start date will range from April-May depending on the availability of the selected candidate.**