

DIRECTOR OF DEVELOPMENT - POSITION ANNOUNCEMENT

Position: Director of Development
Location: Oakland, CA
Reports: Executive Director
Status: Full-time, exempt
Deadline: Applications reviewed on a rolling basis, prompt submission strongly encouraged

Position Summary: Transgender Law Center (TLC) seeks a dynamic, experienced Director of Development who is inspired by the opportunity to work at the heart of a movement of transgender and gender nonconforming people and allies working together to change laws, policies and attitudes to ensure that we can all live as our authentic selves.

Partnering with the Executive Director, staff and Development Committee, the Development Director will lead and implement a program that currently raises over \$2 million in foundation, corporation, and individual donor revenue. This is a senior executive position in a highly-effective, well-respected and rapidly-growing organization with a healthy financial position, a robust culture of philanthropy, and an individual giving program that has garnered national recognition for its creativity and impact.

TLC's budget has nearly doubled over the past three years. Our next Development Director will build on this growth, particularly by accelerating the expansion of TLC's individual giving program, with an emphasis on donor retention and stewardship, strengthening relationships with major donors, and expanding the donor base outside California. This is an exciting opportunity for a professional who has run a successful individual giving program, enjoys combining high-level strategy with hands-on implementation, thrives in a diverse workplace, and is energized by the prospect of joining a team of colleagues who have a proven commitment to fundraising and a shared passion for the work of TLC.

Organization: Founded in 2002, Transgender Law Center is changing law, policy, and attitudes so that all people can live authentically, safely, and free from discrimination regardless of their gender identity or expression. TLC uses a strategic mix of impact litigation, policy advocacy, public education, model program development, and movement building to accomplish its mission on municipal, state, and national levels. By taking on huge employers like the U.S. Army and Barnes & Noble, we are ensuring equality in the workplace for transgender and gender non-conforming people and protecting our livelihoods in California and beyond. This year we strengthened our reach in the Southeast by opening an office in Atlanta, Georgia and hiring our first southern-based staff in partnership with Southerners on New Ground (SONG), and pairing TLC's legal and policy advocacy expertise with SONG's organizing and base-building prowess.

The opportunity: TLC's next Development Director is taking the helm of a robust development program that has enabled TLC to grow its annual operating budget from \$1.2M in 2012 to \$2.9M in 2016. Funding sources currently include grants from over 20 foundations, and gifts from 1,250 annual donors of whom 100 are major donors at the \$1,000+ level. TLC's individual giving program has placed in the top three nationally every year since the founding of Bolder Giving's annual Give OUT Day in 2013. TLC is also one of a dozen "Bright Spot" organizations being profiled in an upcoming Evelyn & Walter Haas, Jr Fund report written by Klein & Roth Consulting and Compass Point, highlighting its individual giving program as a replicable model for movement-based organizations.

Elements of this success include a strong organization-wide culture of philanthropy; excellent systems and processes set up by Nathan Harris, TLC's outgoing Development Director; a dedicated professional team including two development staff, an experienced contract grant-writer and a network of consultants and contractors for direct mail, events and marketing; and an engaged and active Development Committee of board and non-board members. Most importantly, the Director will work as partner to an Executive Director who understands and is strongly committed to his role in fundraising.

TLC is determined to continue this growth and generate the funding needed to fuel its ambitious mission. This includes maintaining foundation support, expanding corporate giving, and, most importantly, significantly growing individual donor support, including major donor and planned giving. Also, although TLC has a national reach and mission, the majority of individual donors and revenue are from California. With the recent opening of an office in Atlanta, there is an opportunity and need to expand TLC's national individual donor base.

Position responsibilities: The Development Director will be responsible for all elements of planning, leading, managing and ensuring implementation of TLC's fund development strategy. This includes:

- **Setting strategy and serving as a member of TLC's senior management team:** Working closely with the ED and other senior managers to guide long-range business, personnel, organizational culture, and work planning; contributing to the development and oversight of organizational budgets; partnering with the ED to set long-term fund development strategy and annual revenue goals.
- **Program and staff management:** Managing the department in a fiscally sound manner; hiring, supervising, motivating, and developing the staff (currently an .80 FTE database administrator, 1 FTE Development Senior Manager and part-time contracted grant-writer); hiring and overseeing contracts of vendors for direct mail, events planning, and marketing; preparing annual plans, quarterly board reports, budgets, and evaluation of fundraising activities.
- **Executing and growing an innovative individual giving program:** Setting strategy for, and coordinating individual giving including online, direct mail, events and major gifts; developing and implementing a planned giving program. Leading the identification, cultivation, and solicitation of individual, foundation, and corporate contributions; staffing the ED and key volunteers to support their engagement of donors and directly cultivating and soliciting key major donor and planned gifts.
- **Materials and communications with funders and donors:** Writing fundraising letters, online fundraising campaigns, and collateral materials; overseeing design production and distribution of all development materials; supervising all grant writing, research, and reporting to funders
- **Leading the engagement of board and volunteers:** Providing strategic counsel, leadership, and learning opportunities to the Board of Directors and serving as the primary liaison between the organization and the Board's Development Committee, engaging and assisting them to fulfill their fundraising commitments and deepen their comfort and skills in development practices.
- **Coordinating and strengthening a culture of philanthropy throughout the organization:** Coordinating development activities with other facets of the organization, particularly Communications and Finance; engaging and inspiring staff, board, and other leadership volunteers in their role in fund development; ensuring ensure the highest standards of ethical and administrative systems, practices and culture for philanthropic development functions.

- **Ensuring effective data tracking and systems:** maintaining and evaluating systems to support development operations and inform data-driven planning; ensuring excellent donor and gift record-keeping, processing and acknowledgement; developing relationship and moves management systems to ensure highly personalized cultivation and stewardship of individual and institutional funders.
- **Building external relationships and representing the organization:** Developing and maintaining close working relationships with the philanthropic community, individual and corporate donors; and serving as a visible spokesperson and advocate for TLC's mission and programs.

Professional skills and experience: the successful candidate will have:

- A Bachelor's degree from accredited college or university or equivalent work experience.
- At least five years and preferably seven years of progressively responsible experience managing and growing a multi-faceted fund development program, and personally cultivating, and soliciting donors, corporations, and foundations for support.
- A record of significant measurable results in organizing and implementing the full range of fund development activities including: major gifts, online fundraising campaigns, annual funds, corporate and foundation giving, direct mail, planned giving, and special events.
- Demonstrated experience in setting strategy and managing to goals, developing and implementing plans, managing people and budgets, and recruiting and organizing volunteers.
- Excellent verbal and written communication skills with proven experience in crafting proposals, donor correspondence, social media, and marketing materials;
- Demonstrated commitment to a broad range of social, racial and economic justice issues and an understanding of the multiple transgender and gender non-conforming communities TLC serves.
- Strong technology and analytic skills: proficiency in Word, Outlook, Excel, Salesforce, and other applications as needed and experience setting up and tracking data management systems.

Candidate profile: The successful candidate will be a leader who is:

- **Passionate** about TLC's mission with knowledge of transgender communities and issues, and an intersectional analysis informed by economic, racial, social, and gender justice values.
- **Resourceful and innovative:** bringing an optimistic, can-do, hands-on approach to achieving the most possible with the resources available and responding flexibly as opportunities and events arise.
- **A team builder and inspiring leader:** able to work effectively in a diverse workplace; motivate and support volunteers; nurture staff growth, and promote high performance and accountability;
- **Straightforward and self-possessed;** one who shares information readily, listens as well as gives advice and respects the abilities of others; diplomatic.
- **Willing to do what it takes:** including local and national travel and long hours when needed.

Compensation and Benefits: Salary is competitive with market standards and commensurate with experience. Benefits include vacation leave, full medical and dental benefits, matched retirement savings, FSA, and sabbatical program.

How to apply: Apply online at <https://transgenderlawcenter.recruiterbox.com/jobs/fk06mxj>.

Applications will be reviewed on a rolling basis and early submissions are strongly encouraged.

TLC is proud to be an affirmative action employer. People of color, women, people with disabilities, and people who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.