

Job Opening at Transgender Law Center

Position: Development Manager (Associate)
Location: Oakland, California
Reports to: Director of Development
Status: Fulltime, Exempt
Deadline: Applications reviewed on a rolling basis, please apply as soon as possible

POSITION SUMMARY

Transgender Law Center's Development Manager (Associate) will work at the heart of a movement of transgender people and allies, collaborating to change laws, policies, and attitudes to ensure that we can all live as our authentic selves. This position will benefit someone who is willing to grow and learn the art and science of fundraising. It will also require a self-starter who values organization within a fast paced environment.

RESPONSIBILITIES

General

- Communicating with donors to ensure donor centric goals
- Working with the Database team to ensure donor experience
- Managing 24 hour online, social media, peer-to-peer fundraiser

SPARK! Annual Event

- Serving as primary contact with longtime Event Producer for annual anniversary event
- Working with vendors to ensure event success
- Securing sponsorships and ticket sales
- Recruiting volunteers for event support
- Serving as organizational liaison for honorees and entertainment

Other Fundraising Events

- Managing and executing all aspects of various fundraising events throughout the year
- Ensuring optimal guest experience

Corporate Relations

- Prospecting and cultivating relationships with potential corporate sponsors
- Maintaining accurate contact records and correspondence with existing sponsors

Administrative

- Collaborating with Finance, Operations, Database, and Communications as needed
- Other duties as assigned

QUALIFICATIONS & REQUIREMENTS

- 1-3 years of fundraising experience and knowledge of basic fundraising best practices.
- 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, racial justice, and TGNC rights.
- Database or CRM experience preferred.
- Core computer skills in Microsoft programs including Word, Excel, PowerPoint, and Outlook.
- Great sense of humor.

Salary and Benefits

Salary range and title are competitive and commensurate to the candidate's experience and skills. Benefits include comprehensive health (medical, dental, vision, and FSA), matched retirement savings, three weeks' vacation, sick and family leave, and sabbatical program.

To Apply

Apply online at: <https://transgenderlawcenter.recruiterbox.com/jobs/fk0mf1k>

Applications are reviewed on a rolling basis until the position is filled. Please submit your application as promptly as possible. We cannot respond to telephone or email inquiries.

Transgender Law Center is proud to be an affirmative action employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, gender nonconforming or intersex are particularly urged to apply.

For more information about Transgender Law Center please visit: www.transgenderlawcenter.org.