



**Position:** Director of Development

**Reports To:** Executive Director

**Work Hours:** Full-Time, Exempt; includes evening and weekend work.

**Compensation:** \$72-82K

**Union Eligible:** No

### **Organization Description**

Our mission is to build power within Minnesota's 2SLGBTQIA+ communities and address inequities through intersectional organizing, advocacy, education, and direct support services.

We envision a safe and equitable world where all members of our communities are free to lead lives of opportunity, autonomy, and full self-expression.

### **Job Description**

As the Director of Development, you are responsible along with the Executive Director for managing donor and external relations to support a \$2.5MM budget organization. This role is responsible for directly soliciting and stewarding significant donor relationships - including individual and corporate supporters - and supporting the work of the Grants Manager to create a well-rounded portfolio of support. The Director of Development is responsible for major fundraising events and mailings throughout the year. This role directly supervises the Development and Communications team, coordinating across the organization to ensure timely and effective communication and a cohesive approach to organizational messaging, funding needs, and relationship management.

### **Primary Job Responsibilities**

- **40%:** Cultivate and grow a shared portfolio of individual donors, corporate relationships, and key external funders in partnership with the Executive Director to secure support for the organization's mission of advancing LGBTQ+ equity. Personally solicit individual donors for support including both current use and planned (estate) gifts.
- **25%:** Support and manage the Development and Communications team as direct supervisor; and provide coordinated leadership across teams within the organization.
- **20%:** Work collaboratively to support a coordinated messaging strategy that ensures donors and key stakeholders have effective multimedia communications about the organization's work and needs - including annual



appeals, reports, and other projects as needed throughout the year. Help to communicate internally about key tools and templates for departments to engage their audiences and grow the organization's reach and engagement.

- **10%:** Organize and lead key organizational events including OutFront's annual fundraising gala, hosted fundraisers, and support for other fundraising opportunities in our communities throughout the year.
- **5%:** Other duties as assigned.

### **Anti-Racism Expectations:**

Abide by and lead organization-wide efforts to incorporate anti-racism principles and cultural competency into all aspects of work. Lead in developing and growing an anti-racist culture within the department. Lead workplace and local community organizing equity and justice through open sharing of personal anti-racist ideologies and commitments. Offer consideration towards racial inequity, injustice, and historical trauma when working with BIPOC staff and leaders.

### **Qualifications:**

- 5+ years of experience in donor and external relations work with demonstrated success at increasing engagement and support.
- Demonstrated experience managing staff, projects, and teams.
- Strong writing and editing skills
- Strong time and deadline management, and ability to foster strong team relationships, since the essence of the work involves collaborative efforts while managing deadlines
- Knowledge about and commitment to current LGBTQ+ issues
- Strong commitment to equity for LGBTQ+ people, disabled people, people of color, transgender people, youth, elders
- Proven ability and desire to work across differences such as race, gender, ethnicity, age, religious identity, and other aspects of identity
- Desire for coaching and learning new things

OutFront Minnesota is deeply committed to intersectional practices and the work of social, racial, gender, and economic justice. We strongly encourage persons of color, women, trans folks, queer people, people with disabilities, and those who are unemployed or underemployed to apply. If you have any accessibility needs please reach out and OutFront will ensure reasonable accommodations are provided throughout the employment process.



Please send your resume and cover letter to [jobs@outfront.org](mailto:jobs@outfront.org)