

## **National LGBT Bar Association**

### **Director of Development**

#### **Job Announcement**

The National LGBT Bar Association seeks a positive, highly skilled, articulate and motivated Director of Development to be based in its national office in Washington, DC. The Director of Development is a leader who can plan and execute strategic direction while addressing daily coordination for expanding the Bar's fundraising efforts and supporting a professional working environment. This person oversees grant writing and reporting, marketing, events and direct mail.

#### **About the National LGBT Bar Association and this Opportunity to Lead the Team**

The National LGBT Bar Association promotes justice in and through the legal profession for the LGBT community in all its diversity. Presenting year-round VIP networking events and an annual conference, career fair and legal expo, traditionally called "Lavender Law," we serve more than 2,000 lawyers, judges and legal professionals and more than 500 student attendees. We are a leader in the profession with more than 10,000 subscribers. The organization has taken a leading role in many advocacy efforts, including the recent resolution before the American Bar Association that called for the elimination of the trans and gay "panic" legal defenses. Additionally, the LGBT Bar has worked closely with Members of Congress in both the House and Senate on the prevention of discrimination against LGBT individuals in jury selection. Along with many committed members and partners, the LGBT Bar has also helped to educate LGBT couples about the changing federal regulations following the *Windsor* decision, with more than 1,250 tax payers and professionals having used our online LGBT tax resources. Through website resources, webinars and more, members unpack the ever-changing policies surrounding tax law, family law and marriage following the monumental Supreme Court decisions, among many other practice areas. Our members also work in big law firms and global legal departments, leading diversity efforts throughout the profession.

The LGBT Bar has a \$2 million budget almost exclusively from private firms and businesses, and it boasts a Board of Directors with leaders from global law firms, corporate legal departments and advocacy communities. The LGBT Bar is seeking a transformational staffer to lead the organization in significantly increasing its capacity to raise private funds by expanding its funding base, particularly from major individual donors and corporations.

#### **Principal Responsibilities**

The Director of Development will support the Executive Director in fundraising efforts. Primary duties will be donor and sponsor cultivation and solicitation and grant management.

#### **Current and Planned Strategies**

Oversee, improve and refine, as appropriate, the current core fundraising strategies, including the annual Lavender Law Conference and Career Fair, the frequent Out and Proud Corporate Counsel celebrations, major donor programs, foundation fundraising, smaller seasonal cultivation events and annual appeal programs.

Develop and implement an improved stewardship program aimed at fostering deeper ties with donors.

### **Organizational Leadership**

- Improve strategies to solicit new donors and fundraising volunteers through email, website, mailings, phone calls, events and face-to-face meetings;
- Identify potential sponsors and other strategic partnerships;
- Exhibit an analytical attitude while performing general management responsibilities including evaluating fundraising activities via an annual budget;
- Plan and coordinate appeals to membership;
- Cultivate donors over time and through a variety of methods, assuring that organizational leadership are targeted to their audience and reflect the branding goals of the Bar.

### **Development Operations**

- Train and manage volunteer fund-raising leadership;
- Maintain donor database and track all communications;
- Oversee the creative team and help with production schedule of all promotional materials;
- Maintain a healthy sense of humor;
- Identify and pursue grant opportunities and maintain annual grant submissions and reporting calendar;
- Collaborate on annual report and prepare monthly development reports for the E.D. and the Board of Directors;
- Stay on top of advancements and changes that are pertinent to raising money within the community.

### **Skills and Qualifications**

- At least seven years of proven experience leading a \$2 - \$3m/year nonprofit or for-profit business in frontline fundraising with individuals, foundations and corporations and a thorough knowledge of development best practices;
- A proven track record of identifying, cultivating and soliciting individual donors, corporations and foundations including closing five to seven figure gifts;
- A record of measurable results in organizing and implementing major gifts, online fundraising campaigns, annual funds, corporate and foundation giving, direct mail,

planned giving and events;

- Track record as an effective communicator adept at crafting proposals, donor correspondence, and other kinds of materials while capitalizing on the ability to communicate the Bar's services and opportunities to a broad and varied audience;
- Demonstrated experience working in a hands-on environment with limited resources while thriving in an entrepreneurial, fast-paced environment;
- We seek a "roll up your sleeves and do what's needed" kind of person.

### **Salary and Benefits**

- Salary is competitive and commensurate with experience. The Bar has an excellent benefits package, including full health, dental and vision coverage for all employees and their dependent children, short and long term disability and employer contribution to 403(b) plan.
- The Bar is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

### **Application**

- Email your resumé with a letter of interest to D'Arcy Kemnitz at [positions@lgbtbar.org](mailto:positions@lgbtbar.org). Please include "Director of Development" in the subject line of your email.
- All applications are reviewed and acted upon as they are received. The position will be filled as soon as the appropriate candidate is found. It is therefore recommended that you submit your materials as promptly as possible.
- No telephone calls please.
- The Bar is proud to celebrate diversity. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender and/or intersex are particularly urged to apply.
- For more information about The Bar, please visit our website: [www.LGBTBar.org](http://www.LGBTBar.org).