

NATIONAL LGBT BAR ASSOCIATION
DEVELOPMENT ASSOCIATE
JOB ANNOUNCEMENT

The National LGBT Bar Association seeks a positive, highly skilled, articulate and motivated Development Associate to be based in its national office in Washington, DC. The Development Associate is a vital part of the team who can execute strategic direction while addressing daily coordination of the Bar's fundraising efforts. This person assists with marketing, events, sponsor interactions, and direct mail.

ABOUT THE NATIONAL LGBT BAR ASSOCIATION

The National LGBT Bar Association promotes justice in and through the legal profession for the LGBT community in all its diversity. The LGBT Bar carries out its mission through the following:

- Year-round VIP networking events, professional development webinars and programs
- The National LGBT Bar Association's Annual "Lavender Law" Conference and Career Fair with more than 1,500 attendees, including more than 400 students and 170 recruiters in attendance
- Engaging with over 10,000 subscribers to share the latest in LGBT legal news and updates
- Lead numerous advocacy efforts, including resolutions before the American Bar Association and working with Members of Congress in both the House and Senate on the prevention of discrimination against LGBT individuals in jury selection
- Educate LGBT individuals about changing federal regulations
- Provide LGBT online tax resources to over 1,250 taxpayers and professionals
- Lead diversity discussions with our members in law firms and global legal departments
- The Board of Directors is comprised of leaders from global law firms, corporate legal departments and advocacy communities

The LGBT Bar has a \$2.5 million budget almost exclusively from private firms and businesses. We are seeking a transformational staffer to help 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 Development Associate will support the Executive Director in execution of various fundraising core strategies, participate in staff team, and maintain development operations.

Current Core Fundraising Strategies:

- The National LGBT Bar Association's Annual "Lavender Law" Conference and Career Fair

- Out and Proud Corporate Counsel celebrations
- Major donor programs
- Foundation fundraising
- Smaller seasonal cultivation events
- Annual appeal programs

Development Associate will also help to implement and improve a donor stewardship program aimed at fostering deeper ties with donors.

Development Operations, Team Membership and Other Development Functions

- Help improve strategies to solicit new donors and fundraising volunteers through email, website, mailings, phone calls, events and face-to-face meetings;
- Plan and coordinate appeals to membership;
- Maintain donor database and track all communications;
- 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

- Minimum two years of experience in a similar role in a \$3 - \$4m/year nonprofit or for-profit business dealing with individuals, foundations and corporations.
- Knowledge of development best practices;
- Experience in 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;
- 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 offers an excellent benefits package, including full health, dental and vision coverage for all employees and their families, 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. Please include “Development Associate” 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.