



**Title: Director of Development (DoD)**  
**Supervised by: Executive Director (ED)**  
**Supervises: Donor Relations Manager, Grant Writing Consultant**

### **Job Summary**

The Director of Development is responsible for championing the fundraising strategies and vision that sustain the resources we need to build a Vermont where all LGBTQ+ youth have hope, equity, and power.

The DoD must guide the organization in Community-Centric Fundraising values, and help operationalize those principles into action. They will develop systems and ensure objectives for current and prospective donors (individuals, corporations, foundations, and government) that meet the organization's financial, programmatic, and long-term priorities.

As a highly collaborative team, the DoD will actively engage in the regularly-occurring work of Outright, including: all-staff meetings and retreats, leadership team meetings, cross-functional program planning, and as a representative at 'all-in' events (typically 1-2 per year) and special projects, typically 1-2 per year (2024 projects are Strategic Planning and Capital Campaign planning);

### **FUNCTIONAL AREAS**

#### **Key Function: Annual Fundraising Program**

- Lead the development, assessment, iteration, and execution of a comprehensive community-centric fundraising plan which sustains a diverse and growing portfolio of support from individuals, corporations, foundations, and government sources.
- Maintain and manage a portfolio of key relationships (corporate, foundation, individuals).
- Oversee portfolio management and strategy for the fundraising team.
- Set strategy and direct the execution of cultivation and stewardship events, as well as the annual Fire Truck Pull fundraising event.
- Direct effective grant-writing and reporting plans for foundation and governmental sources, including the identification of new opportunities. Oversee the writing of successful foundation and government grants by an independent contractor.
- Develop and expand the corporate giving program.

#### **Key Function: Team Management and Organizational Collaboration**

- Develop, inspire, and supervise an effective (and growing, with expansion anticipated in 2025) team, with an emphasis on collaboration and partnership. Responsibilities include hiring and onboarding, performance and workload management, and goal setting.

- Ensure development team work is connected to strategic direction and organizational goals, working with each development team member on annual priorities and work plans to support these goals.
- Plan and execute major donor fundraising campaigns, and donor-specific marketing materials for effective cultivation and stewardship in collaboration with the Executive Director and Leadership team.
- Establish annual and multi-year funding goals and corresponding plans in partnership with Directors.
- Measure and monitor progress on the development team's current three-year plan for transformative Community-Centric Fundraising strategies, holding the team accountable to current and future goals.

### **Key Function: Systems and Supports**

- Support maintenance of a comprehensive and accurate database on donors including gift tracking, acknowledgment, recognition, cultivation strategies, and general communications.
- Generate regular fundraising progress reports; track and analyze key growth metrics. Provide assessments based on realistic data and feedback.
- Evaluate policies and procedures, and update, modify, or establish them as necessary (i.e. Gift Acceptance Policy, Data Security Policy, etc.) on a regular basis.
- Ensure compliance with all relevant regulations and laws, maintaining accountability standards to donors, a code of ethical principles, and standards of professional conduct for fundraising executives.
- Develop and manage the annual fundraising budget.

Support the organization in other matters as identified and assigned.

## **WHO WE ARE SEEKING**

### **Ideal Skills and Attributes**

This is an opportunity to work within a growing and dynamic team to ensure LGBTQ+ youth across Vermont have what they need to survive and thrive! A social justice, community-centric lens is a must, as is a demonstrable commitment to Outright Vermont's mission, vision, and guiding principles.

Qualified individuals will be curious in nature, analytical in approach, and diplomatic and strategic in developing and managing relationships. The successful candidate will have at least five years of relevant work history demonstrating team leadership and fundraising experience. This professional will co-create, refine, and articulate a vision for what the team will accomplish, define strategy, and build relationships by employing strong organizational management, communication, implementation, problem-solving, and mentoring skills. The ability to enjoy and nurture a highly collaborative and professional environment within the organization is essential. This person will build on a healthy, transparent culture with emphasis on creating a vibrant and dynamic team.

## **Other Skills and Abilities**

- A willingness to center youth.
- Strong and effective interpersonal, communication and management skills, with the ability to engage a team in strategy design and decision-making; a communication style that reflects clarity, authenticity, transparency, and approachability.
- Demonstrated experience inspiring and working effectively with a broad and diverse range of stakeholders.
- Excellent written and oral communication skills; effective, engaging facilitation and presentation skills.
- Demonstrated ability to plan, set goals and objectives, organize, and implement to completion.
- Working knowledge of best, promising, and emerging practices and innovations in fundraising.
- Demonstrated ability to handle sensitive information effectively and confidentially.
- The ability to iterate a strategy and approach, take risks, course-correct.
- A willingness to challenge conventional thinking, coupled with the ability to collaborate effectively and encourage dialogue.
- Technical skills that include expertise with Microsoft Office (required); experience with constituent relationship management databases, donation platforms, and project management software (Little Green Light, Classy, and Asana are plusses); aptitude for learning and using multiple digital platforms.
- Capital campaign design and successful implementation experience a plus.

This position requires reliable transportation and will involve travel throughout Vermont at all times of the year. Some evening and weekend hours may be required, especially around key events.

## **WHAT WE OFFER**

### **About Outright - Today and the Near Future**

Today, Outright is a \$2.3MM organization, on track to become a \$3MM organization in 2025. We are in the process of acquiring a permanent retreat space that will host a variety of our programs; key among those is our summer camp, Camp Outright. With a capital campaign for renovations and a sustainable future on the horizon, we are making important shifts to our organizational structure. Our current DoD is moving to a role as Director of Finance and Operations, creating this current opening. We foresee the need to add roles to the development team in 2025 to support our efforts. We are also phasing in equity adjustments to our salaries to move from a living wage to a thriving wage; the first shift was achieved for FY24, and we anticipate a second adjustment for FY25.

### **Compensation and Benefits**

Salary range: \$78,000-\$84,000. This is a full time, salaried, 35-hour per week position, with hybrid in-person and remote work possible. We offer a comprehensive benefit package, including:

- Fully paid health insurance; employee-contributed dental insurance; life insurance

- 403(b) retirement plan with an organizational contribution of 3% of salary (even if employees do not contribute)
- Cell phone stipend
- 10 vacation days in Year One
- 10 days paid Gaycation when our offices fully close each summer
- 13 paid holidays; 3 personal days; 9 sick days
- And other opportunities such as professional development funds each year, tuition reimbursement, 2x year staff retreats, family leave, and sabbatical!

### **Application Procedure and Hiring Process**

Interested applicants should send a resume and cover letter to [hiring@outrightvt.org](mailto:hiring@outrightvt.org). Please include the job title and your full name in the email subject.

Your cover letter should address why Outright, why this role in particular, and how you feel your skills and experiences align with the skills and attributes described above. We encourage you to allow your personal writing style to come through.

#### Hiring Process

- Applications will be accepted through Wednesday, May 1, 2024.
- First Round Interviews will take place Wednesday, May 8 and Thursday, May 9.
- Second Round Interviews for candidates who advance will take place Wednesday, May 15 and Thursday, May 16.
- Final Candidate Interviews will be Wednesday, May 22 and Thursday, May 23. We will request references at that time.
- An offer to a successful candidate will occur as soon as reference checks can be completed; we anticipate this will happen by Tuesday, May 28.

First Round Interviews will be conducted by Zoom. Following interviews will be conducted in person at our Burlington office as possible, and by Zoom as warranted. Please do not let a conflict with this schedule prevent you from applying, but do let us know in your email where you'd have a conflict (and possible alternatives, if you have a sense of them). Thank you!!!

All applicants will receive a confirmation email.

Outright Vermont is an Equal Opportunity Employer. We recognize the critical importance of being an organization of diverse identities. Queer and trans people of color and trans feminine folks are strongly encouraged to apply. Systemic inequities in hiring cause people who are BIPOC, LGBTQ+, women, and others with non-dominant identities to apply for jobs only when they meet 100% of the qualifications. We encourage you to apply if you feel you would be a good fit for this position, as applicants rarely meet 100% of the qualifications.

More details about Outright available via our website: [www.outrightvt.org](http://www.outrightvt.org)