



Position Announcement: Development Associate

Background

Fairness West Virginia is the statewide civil rights advocacy organization dedicated to the fair treatment and civil rights for lesbian, gay, bisexual and transgender West Virginians. Our mission is to ensure LGBTQ people can be open, honest and safe at home, at work, and in the community. For more than a decade, our organization has been on the frontlines winning the fight against harmful legislation in the capitol and helping more towns and cities adopt local nondiscrimination ordinances.

Fairness West Virginia's Development program has ambitious fundraising goals that make it possible for us to execute critical programmatic goals of training medical and mental health providers on how to provide competent and compassionate care to transgender people, closing the gaps in services for LGBTQ victims of sexual violence, and ensuring LGBTQ children and teens are safe at school and able to reach their full potential.

Position Overview

Fairness West Virginia seeks a Development Associate to support our growing Development program. Reporting to the Executive Director, this team member builds and maintains the organization's major donor portfolio, cultivates donor relationships, coordinates special events and manages foundation grants.

Responsibilities

Major Gifts

- In collaboration with the Executive Director, monitor and maintain a portfolio of 100 major donors capable of giving at a \$1000 - \$10,000 level gift.
- Manage a portfolio of donors capable of giving at a \$500 - \$999 level gift.
- Engage in face-to-face solicitations and other direct engagement with donors and prospects for major and planned gifts.
- Arrange and support engagement for the Executive Director to meet and surpass all development goals.
- Identify and qualify new prospects for assignment to the major gifts portfolio by conducting and analyzing publicly available research.
- Input all donor/prospect information, contacts, and activity into an existing database.

Donor Relations

- Serve as a contact for donors and build relationships with donors in the portfolio. This includes requesting one-on-one meetings, having meaningful interactions at events and other measurable interactions with donors via phone, mail, and email.
- Maintain working knowledge of organizational programmatic priorities and national and state breaking news stories on LGBTQ issues that are of interest to our donors
- Organize occasional special briefing events via zoom for top donors to hear from the Executive Director or a guest speaker.

Special Events

- Coordinate revenue-generating events (including a legislative reception and an annual gala) including calendaring of deadlines for sponsorship solicitations and e-blast invitations; securing vendors; organizing a silent auction; selling ads for the program book; arranging volunteers; and executing an event that meets revenue goals.

Foundations/Grant Management

- Identify and conduct prospect research of new foundations that will support the organization's operations and programs.
- Draft grant applications/reports.

Qualifications

- Bachelor's degree, or equivalent experience, and at least 2 years of professional or internship experience.
- Team player who thrives in a small-office environment.
- Proven excellent written and oral communications skills and organizational skills.
- Proficiency in Microsoft Office, and experience with a development database preferred.
- Prior experience working in fundraising/development preferred
- Willingness to travel (must have a car) and work occasional evenings and weekends.
- Commitment to LGBTQ civil rights, diversity, and equity.

Compensation

Salary dependent on experience. Benefits include medical and dental insurance (fully paid by employer), and generous vacation, holiday, and sick leave.

How to apply

Please email cover letter, resume, writing sample, and three references to andrew@fairnesswv.org. Applications should include "Development Associate" in the subject field. Applications accepted until position is filled.

Fairness West Virginia Institute is an equal opportunity employer.