



Job Announcement

Release Date: **December 15, 2011**

Position: **Director of Development**

About SMYAL: The Sexual Minority Youth Assistance League (SMYAL) is the only service organization in the Washington, D.C., metro area solely dedicated to supporting lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth. Founded in 1984, SMYAL is a 501 (c) (3) nonprofit organization. SMYAL's mission is to promote and support self-confident, healthy, productive lives for LGBTQ youth as they journey from adolescence into adulthood. To fulfill our mission, we concentrate our commitment and energy on five focus areas: (1) Life Skills & Leadership Development, (2) Counseling & Support, (3) Health & Wellness Education, (4) Safe Social Activities, and (5) Community Outreach & Education.

GENERAL JOB DESCRIPTION: SMYAL is seeking an experienced development professional to lead our fundraising and supporter outreach programs. We seek to expand the organization's donor base by cultivating and stewarding relationships with individuals, corporations, foundations and government agencies. Reporting to the Executive Director, this individual will be a member of the senior management team and development committee of the Board of Directors.

JOB RESPONSIBILITIES:

- **Strategy:** Devise, implement and monitor annual development plan and strategy for organization's fundraising efforts including major gifts, workplace giving, foundation and corporate support, annual Fall Brunch fundraiser, and beneficiary events.
- **Major Gifts:** Identify, cultivate and steward current and prospect individual major donors, in partnership with the Executive Director and Board of Directors.
- **Donor Management:** Cultivate and grow relationships with individual donors through oversight of annual giving campaign, direct fundraising appeals, newsletters and other publications for supporters.
- **Foundation & Corporate Support:** Manage organization's relationship with current and prospective foundation and corporate supporters including writing and submitting grant proposals, managing site visits, and ensuring all progress reports are submitted.
- **Events:** Produce annual Fall Brunch fundraising event and beneficiary events throughout the year.
- **Financial Management:** In partnership with Executive Director, develop and monitor annual fundraising goals and budget for development activities.
- **Board Coordination:** Set agenda and drive efforts as primary staff liaison to Board Development Committee.
- **Volunteer Management:** Oversee volunteer involvement in development activities, including serving as staff leadership on annual Fall Brunch Committee.
- **Community Outreach:** Represent SMYAL at various community and networking events.

QUALIFICATIONS:

- Bachelor's degree and 3 to 5 years of development experience with increasing responsibility, including donor acquisition/retention, direct mail, grant writing, special events, major gifts, and corporate and foundation giving exposure.
- Knowledge of local Washington, DC metro area community and foundation, corporate, and individual supporters highly desired.
- Knowledge of key organizations and stakeholders in DC metro area LGBT and allied community desired.
- Excellent organizational, oral and written communication skills.
- Proficiency with standard computer technology, including MS Office. Knowledge of Sage fundraising software preferred.
- Must be a strong team player with experience in working collaboratively with other staff,

- Board of Directors, and external stakeholders.
- Experience in managing staff and volunteers in a goal-oriented environment.
- Excellent interpersonal skills.
- Able to manage multiple tasks/responsibilities well and work in a fast-paced environment.
- Must be sensitive to issues of diversity, including race, class, gender, sexual orientation and gender identity.
- LGBT individuals, women, and people of color are strongly encouraged to apply.

TO APPLY:

Applicants must send resume *and* a cover letter in order to be considered to devo@smyal.org. Resumes will be reviewed as they are received. No phone calls, please.

SMYAL, 410 7th Street, SE, Washington, DC 20003-2707
Phone: (202) 546-5940. Web: <http://www.smyal.org/>

SMYAL is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibility, physical or mental handicap, or political affiliation.