

## **Director of Development**

Bradbury-Sullivan LGBT Community Center is a fast-growing non-profit organization that provides arts, health, youth, and pride programs to strengthen and support the LGBTQ+ community across the Lehigh Valley. Founded in 2014 and opened in 2016, Bradbury-Sullivan LGBT Community Center has become a leading-edge and complex organization with a diversity of revenue sources and an even greater diversity of community programs.

### **Full-Time**

Reports to the executive director

Three direct reports

**Position Summary:** The Director of Development works collaboratively as part of a development team that includes three direct reports: the center's grants manager, major events manager, and development administrator. The Director of Development is a member of the center's senior leadership team, reporting to the executive director, and ensuring inter department collaboration with programs, communications, and administration. Based on a thorough understanding of grassroots fundraising, annual giving, grants management, corporate sponsorship, corporate and foundation relations, capital fundraising, and major event planning, the Director of Development is responsible for overseeing fundraising operations and ensuring developmental growth in line with professional fundraising standards, audit requirements, grant requirements, and organizational policies.

### **Key Responsibilities:**

#### Annual Giving

- Build, grow, and sustain individual giving program on an annual and monthly level with an annual goal of a minimum of \$200,000
- Develop two (2) annual appeal campaigns in collaboration with the communications team
- Manage annual "12 Days of Giving" end-of-year peer-to-peer fundraising campaign
- Oversee daily donation processing from individuals, including corporate employee donation programs
- Prospect and cultivate new and existing donors
- Manage donor stewardship program
- Manage all required reporting and record-keeping
- Coordinate the inter-department development of the annual report

#### Sponsors & Relationships

- Prospect and cultivate new and existing sponsors and partners with an annual goal of a minimum of \$300,000 in corporate, business, and individual sponsorships
- Manage sponsorship invoicing and contracting in collaboration with the administration team
- Manage annual sponsorship benefits to ensure all benefits are fulfilled in collaboration with major events and programs
- Manage all communications related to sponsorship giving
- Manage all required reporting and record-keeping

#### Capital Gifts

- Build, grow, and sustain a capital giving program to ensure the Center's capital needs are met and exceeded with a minimum of \$200,000 annually in new pledged capital gifts
- Collaborate with Facility & Operations team to identify and prioritize the Center's capital needs

- Manage all relationships and communications related to capital giving
- Manage all required reporting and record-keeping

#### Grants Operations

- Oversee grants operations and assist as needed to ensure goals are met and exceeded in accordance with the Center's vision. An annual goal of a minimum of \$1 million in new grants dollars
- In collaboration with the director of programs, oversee grants review process and provide direction to ensure grant applications meet program goals
- Provide direction for quarterly grants forecasting

#### Major Event Planning

- Oversee all stages of planning, fundraising, and implementation of major events operations and assist as needed to ensure goals are met and exceeded in accordance with the Center's vision
- Develop and manage planning timelines for the annual Gala & LGBTQ+ Community Leadership Awards and Lehigh Valley Pride festival in collaboration with the major events manager
- Manage development of fundraising plan to ensure goals are met and exceeded for each major event
- Oversee development and implementation of a volunteer gala planning committee
- Oversee development and implementation of annual pride programs, such as Pride Nights and Werk It Wednesdays

#### Other Responsibilities

- Maintain thorough understanding of organizational vision, history and programs
- Manage regular development team meetings
- Attend staff meetings as scheduled
- Additional duties as assigned

#### Qualifications and Characteristics

- Energy, enthusiasm and motivation to support programs and services for the LGBT community
- Enthusiastic learner who is motivated to take on new challenges
- Impeccable attention to detail
- Superior organization, multitasking, and communication skills
- Strong research, writing, and analytical skills
- Ability to work well independently and as a member of a team in a fast-paced, deadline-driven environment, and be able to prioritize and manage multiple tasks effectively and efficiently
- Ability to use technology to achieve results
- Prior experience in working with historically underrepresented and marginalized communities
- Demonstrated track record of setting and achieving goals

#### Requirements

- Bachelor's degree or commensurate experience required. Relevant work experience in lieu of a degree is acceptable
- At least 3 years' experience in a nonprofit fundraising setting, including grassroots fundraising, corporate sponsorship and relations, grant writing and management, and event planning
- Proficiency with Google Drive, Excel, and word processing
- Understanding of the programmatic and direct service needs for an LGBT community-based organization
- Passion and desire to support and grow the programs at the Center
- Understanding of the disparities experienced by the LGBTQ+ and intersectional communities

- Child Abuse, State Police, and FBI background checks are required for this position

**Preferences**

- Spanish-language spoken and written proficiency is preferred but not required
- Proficiency using Zoom, Slack and some form of donor tracking software

**Benefits/Compensation**

This is a full-time position with an annual salary of \$53,000 - \$60,000. Salary will be offered for this position based upon the successful candidate's prior experience. Bradbury-Sullivan LGBT Community Center offers health, dental, vision, life, short-term and long-term disability insurance and offers an SEP/IRA retirement plan, credit union access, and vacation time. Excellent working environment in downtown Allentown, PA within walking distance of numerous restaurants and cafes, arts and culture organizations, and more.

Our goal is to be a workplace that is representative of the community we serve. Bradbury-Sullivan LGBT Community Center has a non-discrimination policy and we welcome applications from LGBTQ+ people, Black, Indigenous, and other people of color, people living with HIV, people with disabilities, and women. Bradbury-Sullivan LGBT Community Center is a ban-the-box organization. If you are a member of an under-represented community, you are encouraged to self-identify in your cover letter. The candidate who best meets the job qualifications and needs of the organization will be selected for the position.

The position is open immediately and applications will be reviewed on a rolling basis.

**To apply for this position, please email your résumé, a responsive cover letter, a writing sample and list of three references as ONE document in PDF format to: Sharon Brotzman, Administrative Manager, [Sharon@BradburySullivanCenter.org](mailto:Sharon@BradburySullivanCenter.org)**