Title: Development Manager  
Supervised by: Director of Development and Communications (DoDC)

Job Summary
The Development Manager connects the people and resources to sustain our mission of building a Vermont where all LGBTQ+ youth have hope, equity, and power. This position is responsible for driving and implementing our annual development plan, including fundraising appeals, special events, personalized donor development, planned giving, corporate giving, and grant writing.

This new position is situated within our Essential Alchemy team, which holds the vital behind-the-scenes that fuels our impact.

Key Function: Major Gifts Program Expansion
• Manage a portfolio of mid- to high-level donors, cultivating strong relationships and growing giving by engaging and stewarding donors through multiple touchpoints.
• Drive prospect research and identification, and support the development team in donor cultivation, solicitation, and stewardship.
• Qualify prospects into portfolios for self, DoDC, and the Executive Director.

Key Function: Annual Fundraising
• Prepare fundraising appeals including renewals; upgrades for recurring donors; acquisitions.
• Manage the logistics of successful mailings to strategically segmented lists.
• With the DoDC, develop and execute the annual fundraising calendar.
• Identify opportunities to efficiently steward annual donors, keeping them engaged in the Outright community and connected to youth voice and leadership.
• In coordination with the Communications Coordinator, create solicitation and stewardship materials to support the work of the development team, including cases for support, and donor reports, and fundraising appeals.

Key Function: Community-Based Events
• Manage the annual Fire Truck Pull, Outright’s primary fundraising event of the year. Execute all aspects of event logistics; sponsorship; team recruitment, support, and recognition; donor recognition; volunteer coordination,
supervision, and recognition; and vendor relationships. Work collaboratively with the Communications Coordinator on the comprehensive promotion of the event.

- Manage Outright’s annual community celebration, including logistics, invite lists, invitation mailing, event activities, volunteers, and vendors.

**Key Function: Private Foundations and Corporate Giving**

- Collaborate with leadership staff to research, write, and report on relationship-based private foundation grants programs.
- Research and identify new funding opportunities.
- Collaborate with the DoDC to develop and implement a corporate business strategy that supports the entire organization through financial support, volunteer opportunities, in-kind contributions, and other strategic partnerships.

Support the organization in other matters as identified and assigned.

**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 values.

Qualified individuals will have 3 or more years of relevant experience in the field (or a combination of education and work experience). This includes annual giving, moves management, donor prospecting, grant writing, and event planning.

This position requires a person who has the ability to connect to a wide range of donors, and who can balance donor relationships with a youth-centered approach to everything we do. The ability to work with a small team, and strong written and presentation skills, are a must. Competence in Google Suite and Microsoft Office administrative tools is a must - donor database experience is an added bonus.

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.
Compensation and Benefits
Salary range: $45,000-$49,500. This is a full time, 35-hour per week, position with comprehensive benefits including health care, dental care, life insurance, matched retirement contributions, and generous paid time off.

Application Procedure
Interested applicants should send a resume and cover letter to hiring@outrightvt.org. Applications will be reviewed on a rolling basis. Please include the job title and your full name in the email subject. Applicants who advance through the interview process will be asked for three references. 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. More details about Outright available via our website: www.outrightvt.org