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

Job Summary
The Development Associate helps connect the people and resources to sustain our mission building a Vermont where all LGBTQ+ youth have hope, equity, and power. This position supports our annual development plan, including annual giving, special events, corporate giving, and grants. They’ll join us on a journey to explore what it means to be community-centric in our fundraising approach, as we do this work alongside and in response to youth.

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

Key Function: Annual Fundraising
- Carry out the logistics of fundraising appeal mailings to strategically segmented lists.
- Steward annual donors as outlined in the annual fundraising plan, keeping them engaged in the Outright community and connected to youth voice and leadership.
- Support the creation of solicitation and stewardship materials, including cases for support, and donor reports, and fundraising appeals.

Key Function: Community-Based Events
- Assist with the annual Fire Truck Pull, Outright’s primary fundraising event of the year. Collaborate with the team on event logistics, including sponsorship; team recruitment and support; volunteer coordination and oversight; donor, volunteer, and team recognition; and vendor relationships.
- Collaborate with the DoDC on Outright’s annual community celebration, including logistics, invitation lists, invitation mailing, event activities, volunteers, and vendors.

Key Function: Major Gifts Program
- Conduct prospect research and identification, and support the development team in donor cultivation, solicitation, and stewardship.
- Qualify prospects into portfolios for the DoDC, and the Executive Director.

Key Function: Foundation and Corporate Giving
- Assist the DoDC with research, writing, and reporting for our foundation grants programs.
- Research and identify new grant funding opportunities.
- Support the implementation of 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, and youth-driven lens is a must, as is a demonstrable commitment to Outright Vermont’s mission, vision, and values.

Qualified individuals will have 1 or more years of relevant experience in the fundraising field, or if applying without fundraising experience, a combination of at least 2 years of education and work experience. Transferable skills include, but are not limited to: compelling written skills, demonstrated project-management talents, proven collaboration and relationship skills, effective online research, and successful event planning.

This position requires a person who has the ability to connect to a wide range of individuals. The ability to work with a small team, and competence in Google Suite and Microsoft Office administrative tools are a must. Donor database experience is an added bonus.

This position can offer a hybrid schedule, with weekly days in our Burlington office. Some evening and weekend hours may be required, especially around key events.

Compensation and Benefits
Salary range: $40,000-$44,500. This is a full time, 35-hour per week. We offer a comprehensive benefit package, including:

- Fully paid health insurance; Employee-contributed dental insurance; Life insurance
- 403(b) retirement plan with 2% salary match
- Cell phone stipend
- 10 vacation days in year one
- 10 days paid Gaycation when our offices fully close each summer
- 13 paid holigays; 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!

How to Apply
Please send a resume and cover letter (please send the cover letter as an attachment, not as the body of your email) 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