



## Development Coordinator

### Job Duties

#### Grant Writing

- Research and identify potential new grant opportunities (both locally and nationally).
- Write grants to fund programming & operations, in coordination and collaboration with co-executive directors and potential community partners.
- Report to grantmakers and donors about work accomplished because of their funding.
- Maintain a calendar of new and recurring grant submission and reporting deadlines.

#### Donor Management

- Develop a system of recognizing major donors.
- Develop and maintain existing donor relationships with GJL and its leadership.
- Coordinate corporate giving through Benevity and other donor-advised funds.

#### Fundraising Campaigns

- Maintain the Annual Giving Program.
- Coordinate fundraising efforts for Trans Pride and the Gender Justice Awards.
- Support board members and other individuals in their fundraising activities.

### Qualifications

#### Required Qualifications

- 3-6 years of combined education, volunteer, life, and/or work experience that demonstrates effective fundraising and interaction with donors of social justice movements.
- Demonstrated commitment to social justice or human rights, and experience motivating people to support causes they believe in.
- Excellent verbal and written communication skills.
- Knowledge of donor databases and online fundraising tools,
- Current knowledge and experience of local, statewide and national funding sources and funder priorities.

#### Highly Desired Qualifications

- 3 years of **successful** experience fundraising for nonprofits, especially with NationBuilder.
- 3 years of **successful** experience writing grants for non-profit organizations or collectives.

**Please note that two (2) writing samples are required to apply for this position**