



Job Announcement: Development Director

Community United Against Violence (CUAV) is a San Francisco, CA-based organization working to build LGBTQ (lesbian, gay, bisexual, transgender, and queer) power to create safety in our lives and communities. CUAV seeks an experienced person to serve as Development Director to manage the planning and implementation of our grassroots and foundation fundraising program. All staff members work cooperatively, and are involved in programmatic, fundraising, organizational development, and operational activities.

PRIMARY RESPONSIBILITIES:

- **Grassroots Fundraising:** Steward the planning and implementation of individual giving program, including special events, appeals and campaigns, monthly and major donor recruitment, donor acknowledgement and cultivation with the goal of building a broad base of individual supporters.
- **Foundation Fundraising:** Steward the planning and implementation of foundation fundraising program, including foundation research, cultivation, and application.
- **Board Support:** Serve as primary liaison to Board of Directors, support Board participation, fundraising, recruitment, and development.
- **Communications:** Support the development of organizational communications strategy including including website, email newsletter, print newsletter, factsheets, statements, press releases and other materials, as well as managing and developing ongoing media relationships to promote media visibility.

COLLECTIVE MEMBER RESPONSIBILITIES:

- Participate in staff meetings, evaluation, and planning.
- Represent the organization in alliances and partnerships as needed.
- Actively participate in organizational Support & Accountability structure through regular peer assessment, workplans, agreements, and staff buddies.
- Provide some day-to-day organizational administrative support.
- Actively engage in personal and political development to better support organizational mission.
- Support government contract management as needed.
- Additional duties, as needed.

REQUIRED QUALIFICATIONS:

- Two or more years managing a successful individual giving program or equivalent experience.
- Highly organized with strong attention to detail.
- Extensive knowledge of and experience in diverse LGBTQ communities, particularly low-income and immigrant LGBTQ communities of color.
- High level of self-motivation, creativity, and openness to learning.
- Strong writing skills.
- Demonstrated commitment to open, direct, and non-violent communication.
- Deep commitment to creating safety within LGBTQ communities, and to ending all forms of oppression and abuse.
- Commitment to practicing personal sustainability.

PREFERRED QUALIFICATIONS:

- Bilingual in Spanish and English.
- Experience with grantwriting and foundation fundraising.
- Demonstrated ability to multi-task and meet competing and strict timelines.
- Experience in and passion for working in non-hierarchical environments, with the ability to work accountability both independently and as part of a team.
- Demonstrated experience working in a multi-racial, multi-gender, inter-generational organization.
- You know your way around Google apps, Salesforce database, Apple computers, and Microsoft Office.

STATUS:

- This is a full-time (FTE 1), 40 hrs per week, position.
- This position will be paid an annual salary of \$45,000 and receive full benefits.

TO APPLY:

- Please submit cover letter, resume, development-related writing sample, and three references to hire@cuav.org with the “Development Director” in the subject line.
- Position will remain open until filled.

CUAV strives to cultivate a staff team that reflects the diverse communities we serve. People of color, immigrants, and transgender and gender non-conforming people are encouraged to apply.