

## Development Director – Part Time – Contract

### A Bit About Us

We are a small non-profit dedicated to addressing the specific needs of transgender and gender expansive adults and young people (ages 18+) in the Charlotte metro and surrounding areas. Our mission is to promote authenticity, connection, and social justice by empowering transgender individuals and all gender diverse or gender non-conforming people impacted by oppression and/or trauma. We provide mental health and social support services, case management, education and community outreach.

Transcend Charlotte, INC. has an opportunity for a Development Director to support its operational and programmatic activities in Charlotte, N.C. The Development Director is a pivotal role, responsible for identifying, coordinating and implementing a variety of year-round and multi-year revenue generating opportunities to cover the operating and programmatic funding needs of Transcend Charlotte.

This part time position (30 hours per week) will be a 4-month short-term contract, with the possibility of a permanent position in 2021. The Development Director will work with, and report directly to, the Executive Director to map out the various funding needs of the organization, and develop an annual strategy for generating revenue. They will work with various business owners, agencies and corporations, foundations and community leaders. Transgender, gender expansive and BIPOC candidates are strongly encouraged to apply.

### About the Position

#### Essential Duties and Responsibilities

##### *Operations/Financial:*

- Create an annual strategy and fund development plan for Transcend Charlotte in collaboration with the Executive Director and Director of Programs
- Lead and manage the bulk of Transcend's development efforts
- CRM database and record management, benchmark tracking
- Identify and write grants to support programs (with support from the ED)
- Represent Transcend Charlotte at events in the region such as partner and donor fairs, PRIDE and other community engagement events

##### *Major Gifts and Corporate Giving:*

- Identify, build relationships with, solicit, and manage donors in the region
- Develop relationships on a year-round basis with all corporate sponsors

##### *Events:*

- Develop new event ideas for fundraising and community engagement
- Partner with the Executive Director and Director of Programs to plan and coordinate fundraisers
- Solicit and manage event sponsorships
- Help coordinate volunteers for events
- Understand the local businesses and social communities and identify best ways for Transcend to engage

- Assist in planning and coordinating community engagement events such as PRIDE and TDOV
- Provide event summary reports and host debrief meetings after each event
- Attend other events as assigned

*There may be other duties assigned in support of the mission of the organization.*

## **We're Excited to Hear About You!**

### **Experience and Skills**

- Strongly committed to social justice, equity and actively working to end racism, transphobia, homophobia, xenophobia, sexism, ableism and other forms of discrimination and oppression
- Bachelors Degree, or equivalent experience
- 8+ years of applicable experience
- Experience in developing an annual revenue generation strategy
- Experience in developing and maintaining a continuous pipeline of fundraising and other revenue generating opportunities
- Skills and experience in seeking and writing grant applications from various sources (e.g., corporations, foundations, non-profits, state and federal agencies)
- Skills and experience in identifying, developing and managing relationships with donors and stakeholders (e.g., individual and corporate donors, foundations, etc.)
- Experience with community giving opportunities such as annual funds and events
- Creative, proactive, solution-oriented, motivated, energetic
- Great interpersonal skills and the ability to coordinate many tasks simultaneously
- Excellent oral, written, and presentation skills
- Able to work independently within in a small team environment with varied personalities and styles, motivate and inspire volunteers, identify and solve problems, and make decisions based on Transcend Charlotte's mission and annual strategy
- Experience working in non-profit environments, social justice and/or organizations with missions similar to Transcend Charlotte
- Experience working with diverse populations, including the economically disadvantaged and transgender/gender expansive individuals

## **How to Reach Us**

### **Location**

Charlotte, N.C. This role has the capacity for a blended remote work schedule. Transcend Charlotte closely complies with state requirements and CDC recommendations to prevent the spread of COVID-19.

To apply, please send a cover letter and resume to [apply@transcendcharlotte.org](mailto:apply@transcendcharlotte.org) with the subject "Development Director."

*Transcend Charlotte is an equal opportunity employer. Transcend Charlotte does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered. We encourage individuals of all backgrounds and identities to apply.*