



Physical Address:
234 Eddy St
SF, CA 94102

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www.tgjjp.org

Job Opening at TGI Justice Project

Position: Development Director

Location: San Francisco, CA (some travel and work on weekends will be required)

Status: Full-time; exempt (40 hours/week FTE)

Deadline: April 10, 2017

Position Summary: The development director of TGI Justice Project has the primary responsibility for the income and economic growth of the organization, along with growing the organization's human and community resources. The development director reports to TGIJP's executive director and works strategically with TGIJP's staff to implement and execute fundraising strategies throughout the fiscal year.

Qualifications:

- Demonstrated awareness of and commitment to a broad range of social, racial, and economic justice issues and an understanding of the multiple communities TGIJP represents (emphasis on currently and formerly incarcerated TGI population)
- Strong computer skills with proficiency in Microsoft Word, Excel sheets and Google docs
- Ability to learn quickly, take initiative, and work well under pressure to meet deadlines
- Willingness to work flexible hours when necessary to meet deadlines
- Excellent speaking skills and ability to build and maintain relationships with donors and community members
- Proficient writing abilities with strong attention to detail and organization
- 1+ years of experience in development, grantwriting and/or grassroots fundraising preferred (training will be provided)

Job Duties:

- Develop and implement strategic plans to raise vital funds for the organization in cost-effective and time-efficient manner
- Solicit and oversee major gifts, value-added partnerships, manage events staff and develop strategic fundraising and cultivation events for board members, major donors and contributors
- Identify and cultivate prospective donors as well as nurture and maintain existing donor relationships

- Plan and manage yearly fundraising campaigns, activities, and major events including Bustin Out: Party Against the PIC, Give OUT Day, End of Year Giving, and more
- Track advancements and changes that are pertinent to raising money within the community, to the organization's mission and programs, and to the development profession

Salary and Benefits:

Salary is competitive and commensurate to the candidate's experience and skills. Benefits include comprehensive health (medical and dental), generous vacation and sick leave.

To apply:

To apply, please submit a cover letter and resume to info@tgijp.org by 5pm PST April 10, 2017.

Currently and formerly and incarcerated people, People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.