



Job Opening

Development Associate

About Us

Founded in 2003, the Transgender Legal Defense & Educational Fund (TLDEF) is committed to ending discrimination based on gender identity and expression and to achieving equality for transgender people through public education, test-case litigation, direct legal services, and public policy efforts. Along with its signature *Name Change Project*, which provides free legal name change services to community members through partnerships with some of the nation's premier law firms, TLDEF's legal programs bring test-case litigation with wide impact in all areas of transgender equality.

Position Overview

TLDEF seeks a curious, organized, and responsible Development Associate to increase financial support for our legal advocacy on behalf of transgender, gender nonconforming, and non-binary people nationwide. The Development Associate will have an opportunity to gain direct, hands on experience with all aspects of fundraising, including foundation and corporate support, government contracts, major donor giving, and special events. The successful candidate excels at maintaining development systems and processes; conducting research about potential sources of support; and interacting with donors and funders who are committed to supporting TLDEF's mission. The Development Associate reports to the Director of Development.

Primary Responsibilities

- Process donations, prepare acknowledgements, and donor/funder correspondence.
- Manage development systems, procedures, and timelines.
- Maintain individual, foundation, and corporate records in fundraising databases, including regular maintenance and hygiene of records.
- Conduct donor, foundation, and corporate prospect research.
- Assist with donor and funder cultivation and stewardship, including preparation of materials and managing logistics for meetings.
- Coordinate grant administration, grant applications, and funder-related fee-for-service contract RFPs;
- Assist as needed in the editing process of grants, grant reports, and donor correspondence.
- Assist with donor solicitations and renewals mailings by maintaining donor contact information in database, preparing lists, merging letters, and assembling mailings.
- Draft digital marketing appeals and track progress against goals.
- Track and provide as-needed support to online giving platforms, such as workplace giving portals and social media fundraising.
- Assist with all aspects of TLDEF's special events, including sponsor and donor attribution, ticketing, event communications, and event logistics.
- Collect and compile updates from program staff for use in development materials, including proposals, reports, appeals, and correspondence.
- Update and maintain revenue tracking against development goals.
- Reconcile revenue records with Operations Team, including preparation of monthly and quarterly reports.
- Perform other duties and responsibilities, including special projects as assigned by the Director of Development.

Required Qualifications

- An undergraduate or graduate degree *is not* required.
- A minimum of 2-3 years of fundraising experience, which can be demonstrated either through internships or volunteer roles.
- A strong understanding of issues impacting transgender, gender nonconforming, and nonbinary people. The ability to think critically about intersectional and systemic issues, including but not limited to transphobia, racism, classism, ableism, and xenophobia.
- Strong research skills, including prospect assessment, compiling reports, and tracking metrics.
- Strong communications and writing skills.
- Excellent interpersonal skills with the ability to positively interact with a variety of diverse stakeholders, including donors, funders, and community members.
- Highly organized with strong project management skills.



- A commitment to meeting deadlines, reliability, and collaboration.
- Ability to maintain discretion, employ flexibility when encountering challenges, and to resolve conflict from a place of integrity, humility, and compassion.
- Advanced computer proficiency, including Microsoft Office and Google G Suite applications, and experience with a CRM such as Network for Good, Raisers Edge, or similar software.
- Experience with project management applications such as Asana preferred.
- Strong ability to multi-task and troubleshoot when priorities shift.
- Ability to work occasional evenings and weekends as needed.
- Ability to travel as needed.

Compensation

TLDEF offers a competitive salary and benefits package that includes transgender-inclusive medical, vision, and dental insurance, three weeks of paid vacation, paid holidays, paid sick days, employer contributions to retirement, pre-tax commuter benefits, and professional development opportunities.

To Apply

Submit a compelling cover letter and resume or C.V. to careers@transgenderlegal.org with the subject line “Development Associate.” Applications submitted without a cover letter **and** resume or C.V. will not be considered. Applications will be accepted until the position is filled. No phone calls, please.

TLDEF is an equal opportunity employer. People of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; and people with disabilities, including HIV, are all strongly encouraged to apply.