

## **Gay Straight Alliance Network Development & Communications Manager**

### **About GSA Network**

Led by youth and adults, GSA Network was founded in 1998 and is dedicated to empowering lesbian, gay, bisexual, transgender, and straight student activists to fight homophobia and transphobia in schools. In its first decade, GSA Network has increased the number of GSA clubs in California middle schools and high schools from 40 to nearly 700, has trained and empowered more than 8,000 student activists, and has won pioneering safe schools legislation. GSA Network is widely recognized as a leader in the national safe schools movement, and recently created a network of 20 state organizations dedicated to empowering youth to create GSA clubs. GSA Network has a budget of approximately \$850,000, and a full-time staff of nine in its San Francisco headquarters and two regional offices.

### **Position Overview**

GSA Network seeks a candidate who is eager to help us build our individual donor and communication programs to help position the organization for its second decade of growth and success. This will be our first Development/Communications staff position and will work very closely with Executive Director Carolyn Laub, who will continue to serve as the agency's chief fundraiser and spokesperson. Carolyn, with the participation of the Board and the assistance of a fundraising consultant, has built an individual fundraising program that raised \$110,000 in 2007 from 387 donors through direct mail, e-mail, a monthly sustainer program, small events, and face-to-face solicitations for major gifts of \$1,000 and above.

We seek a candidate who is eager to play a leadership role, partnering with the Executive Director, in building GSA Network's individual fundraising and communications capacity for the long-term benefit of LGBT youth and their allies in schools across the United States.

### **Principal Responsibilities**

#### **Planning and Evaluation**

- With Executive Director and Board leaders, develop a three-year strategic plan for individual fundraising and communications.
- With Executive Director, create annual operating plans for individual fundraising and communications, including objectives, budgets, specific activities with timelines and benchmarks, and metrics for measuring success.
- With Executive Director, conduct ongoing evaluation of progress toward the annual and three-year plans.

### Individual Donor Program

- Build a comprehensive program for donors of \$1,000+, including: prospect research and rating; cultivation, engagement, stewardship, and recognition; and support for personal solicitations by the Executive Director and Board members.
- Build a diverse, integrated individual donor program that: builds stronger relationships with existing donors; increases the number of donors and their commitment to GSA Network; and incorporates cutting-edge methods including Web 2.0 and social networking fundraising.
- Improve data management systems.

### Communications Program for Individual Donors

- Participate in relationship building with all individual donors.
- Write and produce donor e-news.
- Assist in writing and production of print newsletter.
- Assist in writing gift impact reports to donors.
- Respond to donor requests for information.

### Public and Media Relations

- Develop stories about GSA Network and get media coverage.
- Develop and maintain relationship with members of the media.
- Develop and distribute press releases.
- Assist Executive Director, staff, and youth with media relations.
- Oversee website and write content for site.

### Qualifications:

- At least two to three years experience in a nonprofit development office with an individual donor program.
- Demonstrated writing and organizational skills and experience.
- Excellent attention to detail and accuracy.
- Ability to manage multiple priorities and projects effectively.
- Fluency, comfort, and familiarity with computers and databases.
- Demonstrated commitment to social justice, anti-oppression work, and LGBTQ rights.
- Demonstrated ability to work as part of a team and with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds.

### Compensation and Benefits:

- Full-time, exempt position reporting to the Executive Director.
- Salary commensurate with experience.
- Excellent vacation and medical, dental, vision, and retirement benefits.
- Mentoring by experienced fundraising consultants; professional development training opportunities.
- Opportunity for advancement.

**Application:**

Email resume, cover letter, and two brief donor-related writing samples to: [jobsearch@gsanetwork.org](mailto:jobsearch@gsanetwork.org). Please include “Development & Communications Manager” in the subject line of your email.

Or mail your application to:

Job Search – Development & Communications Manager  
GSA Network  
1550 Bryant Street, Suite 800  
San Francisco, CA 94103.

The position will be filled as soon as the appropriate candidate is found. It is therefore recommended that you submit your materials as promptly as possible.

Only those applicants selected for an interview will receive a response.

No telephone calls please.

**Equal Opportunity Employer:**

GSA Network is an equal opportunity employer and encourages applications from youth, people of color, people of all sexual orientations and gender identities, and people with disabilities.

For more information about GSA Network please visit our website: [www.gsanetwork.org](http://www.gsanetwork.org)