



## **Funders for LGBTQ Issues**

### **Job Posting: Member Engagement Officer (Remote)**

**Reports to:** Director of Philanthropic Outreach  
**FLSA:** Exempt (Full-Time)  
**Location:** Virtual  
**Industry:** Philanthropy

#### **ABOUT FUNDERS FOR LGBTQ ISSUES**

Funders for LGBTQ Issues is a network of funders committed to advancing equity and well-being for lesbian, gay, bisexual, transgender, & queer (LGBTQ) communities. We provide three key services:

1. Organize convenings and forums for LGBTQ funders to connect, coordinate their efforts, learn from each other, and maximize their impact.
2. Provide trainings and support services to foundations to help them increase their LGBTQ inclusiveness in both grantmaking and internal practices.
3. Provide up-to-the-minute information, research, and resources on LGBTQ grantmaking for the benefit of funders and the broader LGBTQ movement.

Funders for LGBTQ Issues is unique in that the organization not only raises funds to support its own work, but also works to increase resources for the LGBTQ movement, particularly the most under-served communities within the LGBTQ movement, such as LGBTQ people of color, transgender communities, and women. Please visit [www.lgbtfunders.org](http://www.lgbtfunders.org) for more information on our work.

#### **MISSION**

Funders for LGBTQ Issues works to increase the scale and impact of philanthropic resources aimed at enhancing the well-being of lesbian, gay, bisexual, transgender and queer communities, promoting equity, and advancing racial, economic and gender justice.

#### **OVERVIEW OF THE POSITION**

Funders for LGBTQ Issues is a hub of information and resources related to LGBTQ philanthropy and social justice grantmaking. The organization has a long history of conducting original research to describe the scale, scope, and impact of funding for LGBTQ communities and produces other knowledge products related to the advancement of LGBTQ equity in philanthropy.

The Member Engagement Officer will play an essential role in increasing the organization's capacity for effective outreach and engagement of new funders—both to fundraise for the organization's operations and initiatives and to expand philanthropic resources for the LGBTQ movement. The three key areas of responsibility are:

1. **Supporting Philanthropic Outreach**, including documenting the development of identifying, cultivating, and tracking of prospective new funders for the LGBTQ movement and LGBTQ issues, particularly under-resourced LGBTQ populations such as BIPOC LGBTQ communities, specifically Black and Brown TGNC folk.
2. **Supporting Training and Member Support Services**, including managing membership appeals, supporting the design and implementation of new member engagement strategies and initiatives, and tracking trainings and other support services.
3. **Supporting Organizational Fundraising**, including identifying and tracking prospects, tracking grant deadlines, and supporting the writing and completion of grant proposals and reports.

## **RESPONSIBILITIES**

### **Membership Engagement**

*Funders for LGBTQ Issues is membership based organization composed of a network of 90+ philanthropic institutions. A central question for the organization at this moment is how can we engage our members more regularly and substantially. The Membership Engagement Officer will serve as a key thought partner in membership engagement strategy.*

- Support the design of new member engagement strategies and successfully implement integral member touch points.
- Oversee the organization's strategy for membership cultivation and development, including managing the coordination of semi-annual membership appeals and regular member engagement.
- Support the development of an individual donor strategy and support implementation, including the coordination of semi-annual campaigns for raising funds from individual donors.
- Work with Communications to ensure that member lists are regularly updated thus ensuring the regularity of member communications.

### **Philanthropic Outreach**

- Track outreach to and support the cultivation of potential new funders of the LGBTQ movement and LGBTQ issues.
- Conduct research on prospective new funders to engage and oversee the writing of brief background and strategy documents on prospects.
- Work with the Philanthropic Outreach and Communications team to maximize the use of communications materials, programs and events as tools for engaging and supporting funders new to LGBTQ issues.
- Coordinate with Funders for LGBTQ Issues' partner institutions to champion the organization's mission to increase philanthropic dollars to LGBTQ communities.
- Establish and maintain strong relationships with Funders across a broad range of issue areas and foundation types.

### Funder Training and Support Services

- Track and document the trainings, coaching, and informal support services provided to new funders and members.
- Support the implementation of trainings, where needed.

### Organizational Fundraising

- Manage systems for tracking all deadlines for grant proposals, reports, and other requirements.
- Coordinate workflow for completion of all grant proposals and reports, including grant writing support, and potential lead grant writing opportunities to the new hire's interest.
- Oversee the implementation of development records and upkeep of prospect, member, and donor information.
- Ensure that all grants and development materials are properly archived.

### **QUALIFICATIONS**

- Excellent writing and editing skills, with the ability to synthesize ideas in a succinct and compelling manner.
- Boldness and joy in seeking resources for social justice.
- Strategic thinker with a demonstrated interest in non-profit Development work.
- Broad understanding and commitment to LGBTQ issues, social justice, and, ideally, in-depth knowledge of at least one sub-population or issue, such as LGBTQ poverty, HIV/AIDS and health issues, trans communities, and LGBTQ communities of color.
- Organized and detail-oriented, with the ability to prioritize and juggle multiple projects and deadlines while advancing long-term organizational goals.
- Self-starter with the ability to work effectively and collaboratively as part of a small and highly motivated team.
- Strong aptitude for learning and adapting to new technology, with experience using software including Google Suite, Salesforce, Asana, Constant Contact, and more.
- Minimum of two (2) to eight (8) years of equivalent experience; non-profit experience preferred.

- Excellent sense of humor.

### **REMOTE WORK AND MONTHLY STIPENDS**

This role is remote to the continental US. Our New York City-based offices have contracted since the pandemic, but New York City-based staff are working permanently remote. All staff are given the opportunity for an office rental \$350 monthly stipend. All staff receive a monthly stipend of \$100 for internet and cell phone.

### **TRAVEL**

Periodically, employees engage in work travel. Such work travel is voluntary, with the full understanding of the health and safety risks involved, and FLGBTQI shall not be responsible for any and all potential exposure to COVID-19 as a result of employment with FLGBTQI. Normal travel for this position is 20%. This is expected to resume at this pre-pandemic level during 2023.

### **VACCINATION AND BOOSTER REQUIRED**

FLGBTQI mandates full vaccinations for all employees, except for employees with valid medical waivers from a licensed physician. As such, verifying an employee's vaccination status may be considered a condition precedent of employment. FLGBTQI shall make reasonable accommodations and document such reasonable accommodations, including a record of documentation relied upon, in the event that an exemption is granted with respect to FLGBTQI's vaccination policy.

To be considered fully vaccinated, employees must have received the updated requisite rounds of the CDC-approved COVID-19 vaccinations as follows:

- Two weeks after receiving their second dose in a two-dose series, the Pfizer or Moderna vaccines plus the accompanying booster shot.
- OR two weeks after receiving a single-dose vaccine, the Johnson & Johnson's vaccine plus the accompanying booster shot.

### **COMPENSATION AND BENEFITS**

The salary is \$78,000. Excellent benefits, including full medical, health reimbursement and flexible spending accounts, retirement plan contributions, and a generous vacation schedule. Flexible work hours are friendly to balancing work and personal obligations.

Funders for LGBTQ Issues values mentorship and leadership development and will work with the hired candidate to identify opportunities to support their professional growth in philanthropy and beyond.

The organization is currently reviewing and updating its total compensation policy to include a *PayScale Equity Calculator* Tool. This addresses any salary gaps in pay equity and designs a pay scale that embodies organizational principles and culture.

### **APPLICATION INSTRUCTIONS**

To apply, please submit a cover letter and resume in Word or PDF format to the **Member Engagement Officer** position on our career page at <https://lgbtfunders.bamboohr.com/careers>. Due to the expected high volume of applications, we are unable to accept phone inquiries.

*Funders for LGBTQ Issues is an Equal Opportunity Employer committed to building the leadership of people of color, women, transgender, and gender non-conforming individuals. Funders for LGBTQ Issues does not discriminate on the basis of race, creed, color, gender, gender expression, gender identity, age, ethnicity, immigration status, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status.*