



FOR REPRODUCTIVE EQUITY

Lilith Fund Development Director

Lilith Fund is seeking a Development Director in Austin, Houston, or San Antonio TX who will expand and strengthen the development programming that supports the mission of Lilith Fund. The Development Director will work closely with the staff and Board of Directors to develop, manage, and execute a comprehensive fundraising plan, including foundation giving, individual giving, events, fundraising campaigns, and online fundraising. The position is full-time and pays \$57,000 - \$60,000 plus benefits.

About Lilith Fund

Lilith Fund, founded in 2001, funds abortion and advocates for change through the movement for reproductive justice. Lilith Fund operates two core programs. Our first program is our direct assistance hotline, through which we provide small grants to people seeking abortion in the central and southern regions of Texas. Our second program is the Client Engagement Program, which provides leadership development, emotional support, and case management services to our clients. Lilith Fund also heavily engages in local and statewide movement-building, organizing, and policy advocacy work in order to create systemic change.

Primary Responsibilities

- Develop and execute annual fundraising plan for the organization
- Partner with Executive Director and Communications Manager on strategic communications and messaging to support our mission and vision and grow the capacity of the organization
- Track donations and goals on a monthly and annual basis
- Support, oversee, and coordinate the fundraising efforts of the Executive Director and Board of Directors
- Facilitate grassroots fundraising training for Board, community members, and volunteers
- Support external, third-party fundraising efforts for Lilith Fund (e.g. supporter house parties, event benefits, vendors who donate sales proceeds).
- Partner with Communications Manager and Executive Director to develop and implement regular fundraising solicitations and campaigns through direct mail and electronic communications
- Partner with Communications Manager to co-lead our annual "Bowl-a-Thon" peer-to-peer online fundraising campaign, which includes management and coordination of over 100 participants in Austin, Houston, and San Antonio
- Partner with Administrative Manager on acknowledging contributions in a timely manner and responding to donor communications and issues as they arise

- Coordinate and manage special events, which includes being the lead point-person on logistics, vendor/venue coordination, day-of management, program content, event volunteer management, invitations, and implementation of fundraising goals
- Foundation research, grant writing, tracking, and reporting
- Conduct prospective donor research and cultivate new donors
- Oversee and conduct donor stewardship with existing/sustaining donors, regularly have direct communication with donors and foundations in partnership with Executive Director
- Analyze donor and donation data as needed to assess the success of development campaigns and organizational fundraising goals
- Oversee budgets related to fundraising expenses, as well as our sponsorship budget
- Prepare detailed monthly fundraising report to Board and Executive Director

Secondary Responsibilities

- Build relationships and represent Lilith Fund and our values among local community organizations
- Maintain accountability to administrative systems and procedures, including submitting expense reimbursements, credit card reconciliations, invoices, and so on by the deadlines assigned, as well as submitting content for the organizational calendar
- Participate actively in staff meetings and retreats
- Represent Lilith Fund in National Network of Abortion Funds programming and leadership opportunities

Qualifications

Lilith Fund is looking for someone with strong personal organization and attention to detail who has the proactive spirit needed to develop creative strategies and the leadership skills to complete them.

Required:

- Basic knowledge of landscape of abortion access and reproductive rights in Texas
- Minimum three years experience with some or all of the following: grassroots fundraising, grant writing, utilizing various fundraising tactics informed by key data points and trends, donor relations, event logistics, and multi-faceted fundraising campaigns
- Demonstrated ability to articulate and reach fundraising goals, build meaningful relationships, work collaboratively, be flexible and lean into experimentation, work through tensions and conflicts, utilize organizational tools and document progress, and adapt to rapidly changing situations in politically challenging environment
- Experience using/learning advanced technology (i.e. email, Google Suite, Google Hangouts, Slack, Trello, Tresorit, etc.)
- Must be comfortable working remotely with heavy online communication
- Strong written and oral communication skills

Preferred:

- Previous experience in fundraising for grassroots organizations or causes with challenging fundraising landscape due to political nature or stigma of focus area
- Experience using/learning at least one donor database and/or peer-to-peer fundraising platform (i.e. EveryAction, Classy, etc.)
- Strong analysis of and demonstrated commitment to reproductive justice, intersectionality, and anti-racism
- Spanish-language fluency, ability to translate fundraising materials from English to Spanish

Values-driven Hiring

Lilith Fund is committed to investing in the leadership of people of color, people who have had abortions and/or who have received funding from an abortion fund(s), low-income people, people with disabilities, immigrant people, Native people, formerly incarcerated people, queer, trans, and gender nonconforming people. We do not discourage applications from or discriminate against people with a conviction history and we do not conduct conviction history checks as a part of our hiring process. You will not be asked about your conviction history at any point in the hiring process.

Position Details

This full-time salaried position will be located in Austin, Houston, or San Antonio, TX and the desired start date is November 12, 2018. The position is remote. Some travel within Lilith Fund supporter/donor bases (Austin, Houston, San Antonio) and minimal travel outside of the state (for conferences and professional development) is required. The salary is \$57,000 - \$60,000 plus a comprehensive health care package, 120 hours paid vacation time, a 401(k) plan with up to 6% employer match, and more. The Development Director reports directly to the Executive Director.

How to Apply

Submit a your resume and a 1-page cover letter, as attachments, via email to info@lilithfund.org, with the subject line "Development Director, [your name]".