

## Stonewall Democrats Chapter & National Development Associate

<b>Reports to:</b>	COO	<b>FLSA:</b>	Full-time, Exempt
<b>Organization:</b>	Stonewall Democrats & Stonewall Democracy Fund	<b>Location:</b>	Washington, DC or remote

### ABOUT STONEWALL DEMOCRATS

*With over 120 chapters across the country, Stonewall Democrats is the only national grassroots organization of LGBT and allied Democrats that works to elect pro-equality Democrats to public office and advocate for issues important to LGBT Democrats and their allies. Stonewall Democrats works with a family of organizations to achieve our mission.*

### POSITION SUMMARY

The Chapter & National Development Associate for National Stonewall Democrats and the Stonewall Democracy Fund works under the direction of the COO to plan and execute development and membership events across the country in coordination with local chapters. A primary component of this position is to assist in the fundraising efforts of local chapters. Additional responsibilities include: ensuring maintenance of fundraising database for accurate and up-to-date contact information; assisting with call time for the CEO, COO, and members of the Board of Directors; and other tasks assigned by the COO.

### RESPONSIBILITIES:

- Plan, administer, and implement approximately 50 fundraising events per year;
- Assist in planning and executing both local and national events;
- Assist in donor research and fundraising database management;
- Execute significant call-time per week to solicit sponsors for various fundraising events;
- Perform administrative functions of the finance department;
- Manage volunteers and interns related to development;
- Assist with call time for key organizational figures; and
- Develop and maintain a close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members, PACs, and volunteers.

### QUALIFICATIONS

- Previous campaign experience is desirable, but not required;
- Previous fundraising experience is required;
- Must be comfortable working on the phone;
- Familiarly with NGP is preferable, but not required;
- Candidates must have a strong work ethic, high energy, impeccable organization, willingness to learn, and a team attitude;
- Ability to work long days and irregular hours;
- Familiarity with FEC reporting procedures is preferred;
- Ability to work in a hands-on environment with limited resources;
- High computer literacy;
- Bachelor's degree or higher;
- Commitment and enthusiasm for the mission of NSD and the SDF; and
- Highly entrepreneurial, resourceful, and flexible.

## **WORKING CONDITIONS**

- Standard office environment with regular computer use and travel required;
- Business casual dress code;
- Travel is required, as is overtime work, particularly in support of NSD events and activities, including evening and weekend events.

*Compensation varies with experience between \$32,000-\$36,000 annually. Position includes health insurance.*

All interested candidates should send a cover letter and resume to [jhoadley@stonewalldemocrats.org](mailto:jhoadley@stonewalldemocrats.org). No phone calls, please. People of color, transgender persons and people with disabilities are encouraged to apply.