

From: [REDACTED]  
Subject: Chief Development Officer, Out & Equal Workplace Advocates (San Francisco)  
Date: August 9, 2013 11:20:57 AM EDT

## Out & Equal Workplace Advocates Chief Development Officer

### About the Organization

Out & Equal Workplace Advocates is the leading global organization devoted to LGBT workplace equality. Our mission is to educate and empower all those who are working to build inclusive workplaces and our vision is a world where workers are evaluated on their performance not their sexual orientation or gender identity, expression or characteristics.

Founded by Selisse Berry in 1996 as the Building Bridges training program, Selisse brought Building Bridges together with three organizations to form Out & Equal Workplace Advocates. Services expanded quickly in response to the needs of employers. The hallmark Out & Equal Workplace Summit, first held in 1999, has grown to become the largest annual LGBT conference in the US, attracting 3,000 attendees and support from over 200 Fortune 1,000 companies. Today, Out & Equal Workplace Advocates continues educating and empowering its constituents through training, events, an LGBT job bank, the world's largest registry of LGBT employee resource groups, a network of 17 regional affiliates in the US and a growing network of global leaders.

Based in San Francisco, Out & Equal Workplace Advocates has a diverse full-time staff of approximately twenty that serves a network of affiliates, employee resource groups, trainers, LGBT executives and a burgeoning family of advocates around the globe.

### About the Opportunity

The Chief Development Officer (CDO) role presents an unparalleled opportunity to advance LGBT workplace equality around the world. The CDO serves on the executive team of a highly successful organization that is experiencing rapid, yet structured growth. Out & Equal's strategic plan calls for expanding its geographic reach internationally, upgrading its digital platform and diversifying its income streams. Serving in a critical leadership role at an exciting time for the organization, the CDO will help to ensure the sustainability of Out & Equal's impact through increasing the depth and breadth of our donated income.

The CDO is responsible for all fundraising activities, corporate engagement and relationship management, and sales of career development services. Reporting to the CEO, and overseeing a staff of four, the CDO serves as a key member of the executive team, responsible for helping craft long-range strategies and for developing and meeting annual income goals.

Major areas of accountability for the CDO include:

- Development and implementation of annual fundraising plans tied to the annual business plan, including metrics, quantitative and qualitative goals
- Participation in the creation of organization-wide annual business plans
- Serving as a strong and supportive member of the executive team
- Management, mentorship and support of a high performance development team
- Maintenance of positive and productive relationships between development staff and all other departments
- Ensuring consistency of brand and messaging in all fundraising materials and activities, working in close partnership with the Chief Marketing Officer
- Retention and stewardship of existing relationships with corporate sponsors and partners, and development of new relationships
- Ensuring continued growth in foundation giving and excellent stewardship of existing foundation relationships
- Design and implementation of strategies to aggressively grow individual giving programs, with a focus on identification, stewardship and retention of major donors
- Management, maintenance and continual improvement of internal systems to support useful and accurate fundraising data
- Achievement of annual sales goals for CareerLink program, growth in use by corporations, job seekers and employees of Out & Equal's suite of career development products

### Desired Qualifications

We are seeking an accomplished fundraising executive with a passion for Out & Equal's mission and a desire to help create a world where workers are evaluated on their performance not their sexual orientation or gender identity, expression or characteristics.

To be considered for this position, candidates should have the following:

- 10+ years' of progressive responsibility in fundraising in mid-size to large nonprofits, including experience in one or more national organizations

- 5+ years<sup>1</sup> of senior executive level fundraising management experience including accountability for corporate, foundation and individual giving, events and major gifts
- Financial accountability for annual income of \$3m+
- Proven expertise in securing and growing financial support from corporate sponsors and partners, and familiarity with Fortune 1,000 CR, marketing, diversity and philanthropic giving programs
- Track record of success in growing individual giving programs, including skill in raising major gifts and experience making asks at the \$25k+ level
- Experience hiring, managing and mentoring fundraising staff in a collaborative, team-based environment

Preferred but not required:

- Experience serving on a nonprofit board of directors
- Experience working in the corporate sector
- MBA or MPA, CFRE
- Familiarity with the LGBT philanthropic community in the Bay Area and beyond

**To Apply**

Out & Equal has secured the services of Leyna Bernstein Consulting, an executive search firm, to conduct this recruitment. Interested candidates should send cover letter, resume and salary history to: [jose@leynabernstein.com](mailto:jose@leynabernstein.com) with cover letter and resume in separate documents. No phone calls please.

*Out & Equal Workplace Advocates is an equal opportunity employer and does not discriminate based on any of the following: race, religious creed, color, age, sex, sexual orientation, gender identity, gender expression or gender characteristic, national origin, religion, marital status, medical condition, physical or mental disability, military service or veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances.*