



OUT MetroWest Job Posting
Director of Individual Giving and Engagement
Part-Time (20 hours/week)

Contact: Whitney Retallic (she/her), Executive Director

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Mission: OUT MetroWest builds communities where LGBTQ+ youth thrive.

Organizational Values:

- Affirming LGBTQ+ identities through positive role modeling.
- Challenging ableism, classism, misogyny, racism, and other systems of oppression.
- Creating supportive spaces where LGBTQ+ youth can be themselves.
- Respecting, embracing, and celebrating diversity.
- Treating people with care and compassion.

Position Details:

The Director of Individual Giving and Engagement (DIGE) supports the life-changing—and often life-saving—work of OUT MetroWest by building our capacity to attract, retain, and engage individual donors. The DIGE will focus on building relationships with existing donors, identifying and connecting with potential new donors, establishing new opportunities for donors to support our work, and connecting supporters to our mission. You will be joining a team that truly enjoys each other's company. We are highly collaborative, while also having significant autonomy over our specific areas of responsibility. We foster a culture where everyone—staff, volunteers, and youth—bring their full, authentic selves. We are committed to staying engaged in the necessary conversations that move us forward in our anti-racism and anti-oppression work.

OUT MetroWest is in a significant period of growth, having just expanded two of our existing programs, increased the presence of an LGBTQ+ therapist from some to ALL of our regular programs, launched new satellite programs in five towns across MetroWest, and added new full-time and part-time staff. Over our 11-year history, we have built a strong base of supporters—and there is considerable untapped potential for greater support throughout the region. To aid your work, you will have use of our well-maintained (though, always with opportunities to improve!) donor management system, Little Green Light, an annual subscription to wealth-screening software, and a budget for professional development.

Reporting to the Executive Director (ED), this person will collaborate frequently with both the ED and the Development and Communications Manager. Weekly staff meetings and a culture of frequent communication will keep you informed about OUT MetroWest's programs and impact, so you can share this meaningful information with OUT MetroWest's supporters.

To learn more about the history of OUT MetroWest, visit here: [Mission, Values, and History - OUT MetroWest](#)

To learn more about our commitment to racial justice, visit here: [Commitment to Racial Justice - OUT MetroWest](#)

To learn more about the team you'd be joining visit here: [Our Team - OUT MetroWest](#)

Primary Responsibilities:

- Lead donor identification, cultivation, solicitation, and stewardship efforts
- Work with ED to develop, update, and implement OUT MetroWest's 18-month fundraising plan (Draft for FY23 exists and will be updated with new DIGE's ideas and perspectives.). With respect to the fundraising plan, the DIGE will have responsibility for accomplishing the tasks and achieving the goals related specifically to individual donors
- Support the ED in her communications and interactions with donors, by making introductions, providing background information, and assisting with follow-up
- Update our donor management database with all relevant information related to donors and our interactions with them
- Engage regularly with donors via email, phone, in-person meetings, and written correspondence to ensure they are informed about OUT MetroWest's programs, accomplishments, and needs
- Develop proposals for specific donors that match their interests and ability to give with the organization's needs
- Assist supporters who participate in peer-to-peer fundraising efforts; maintain all resources and information required for such initiatives

- Work closely with the Development and Communications Manager to integrate fundraising and communications plans. The Development and Communications Manager creates and coordinates the printing and distribution of two annual appeals (spring and end-of-calendar-year). The DIGE may be asked to advise and support certain aspects of those campaigns (e.g., segmentation)
- Support the Board of Directors and other representatives of the organization in their stewardship activities
- Note that the DIGE will NOT be expected to lead or be heavily involved with grant-writing or fundraising events. The DIGE may be included in these initiatives for tasks that directly involve or impact donor engagement and cultivation

You are a good fit for the position if many of the following are true about you:

- Ability to speak passionately to OUT MetroWest’s mission—This requires competency in LGBTQ+ issues, with explicit understanding of gender identity and expression
- Demonstrated commitment to OUT MetroWest’s value of challenging ableism, classism, misogyny, racism, and other systems of oppression; willingness to continue to learn and grow in this work
- At least five years in a position within a nonprofit organization where you were responsible for identifying, engaging, cultivating, and soliciting individual donors
- Passion for building relationships and sharing stories of positive impact
- Not afraid to pick up the phone and make a call
- Ability to work effectively on a deadline
- Willingness to ask for assistance when needed
- Comfortable with both collaborative and independent work
- Ability to synthesize meaningful information and data into concise and powerful talking points
- Experience responsibly handling confidential/sensitive information
- Experience with donor management software (Little Green Light strongly preferred), G Suite (Google) programs (docs, sheets, etc.), and databases, AND/OR a strong ability and willingness to learn new programs

This position is 20 hours per week. While many responsibilities can be performed remotely, the DIGE will be required to attend a weekly in-person staff meeting (currently on Wednesday mornings), to support communication and camaraderie that will help this person to perform their role. The DIGE will also have frequent in-person meetings with donors. The DIGE will be provided with a laptop or can opt to receive a monthly technology stipend.

Compensation:

Salary: \$40,000-\$45,000 annually, depending on experience. Healthcare reimbursement of up to \$3675 annually; comprehensive time off; professional development budget.

To Apply:

Please complete the application form at <https://tinyurl.com/workatoutmetrowest> (select “Director of Individual Giving and Engagement” in the drop-down menu). Note the application asks for the following:

- A personal statement (in lieu of a cover letter)—In no more than 500 words, please share why you are interested in this position and how you believe you meet the qualifications. Responses of any word count of 500 or less will receive equal consideration.
- For applicants to either 1) upload a resume or list of relevant experiences OR 2) provide a LinkedIn profile url

References will be requested from all finalists. Must have satisfactory SORI and MA State CORI background checks.

OUT MetroWest is an equal opportunity employer and actively seeks candidates from diverse backgrounds including Black, Indigenous, People of Color and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of white supremacy.

Search Timeline (subject to change):

- **June 15-June 24:** First round of interviews, with Executive Director
- **June 27-July 15:** Second round of interviews, with search committee (Note that OUT MetroWest is closed the week of July 4, so no interviews will take place that week)
- **Week of July 18:** Finalists meet the OUT MetroWest staff
- **Friday, July 22:** Offer is made
- **Early-mid August:** DIGE begins!

Please contact Whitney Retallic (she/her), at whitney.retallic@outmetrowest.org, with any questions.