



**QUEERSPACE collective**  
**Development and Communications Director**  
**Job Description**

**Organization:** QUEERSPACE collective

**Position Title:** Development and Communications Director

**Position Type:** Full Time exempt, 37.5 hrs/week

**Reports to:** Executive Director

**To apply:** Candidates should submit a resume and cover letter explaining why you would like to be considered for this position to [hr@queerspacecollective.org](mailto:hr@queerspacecollective.org). **Please include the position title in the subject line of your email.**

**Applications due:** March 31, 2025. Interviews will be scheduled as applications are received.

Organizational Overview:

QUEERSPACE collective works with LGBTQ+ youth, the broader LGBTQIA+ community and local organizations to create a strengthened support network and safer spaces for LGBTQIA+ youth. QUEERSPACE collective activities include: 1) supporting LGBTQIA+ youth through an intergenerational mentorship program focused on building healthy relationships, education and career pathing, increasing self-esteem and mental health 2) providing community events, resources, mentorship and support at a new LGBTQ+ youth center and other locations throughout MN, to increase a sense of belonging, cultural identity and pride and 3) providing LGBTQ+ inclusivity training and consulting to youth serving organizations to create space for LGBTQ+ to feel safe and empowered to be their true selves.

QUEERSPACE collective was founded in April 2021, and has achieved rapid growth over the past 4 years. We are currently seeking a full-time Development and Communications Director to support QUEERSPACE collectives' fundraising, relationship management and communication activities. The Development and Communication Director will work alongside the Executive Director with a focus on managing existing and cultivating new relationships with individuals and institutions, overseeing events and leading internal and external communication strategies to build awareness of QUEERSPACE collective's activities and priorities. This position will also be instrumental in the development of sustainable revenue models for our new 2SLGBTQIA+ youth mentorship app.

## **Responsibilities:**

### **Organizational Strategy**

- Partner closely with the Executive Director, Board of Directors and Development Committee in establishing development and communication strategies including:
  - 3-year growth strategy with targeted goals, objectives, methods, quantifiable outcomes and timelines to support our planned organizational growth.
  - Annual comprehensive communications plan with including donor engagement, social media outreach and other marketing needs to promote QUEERSPACE collective
  - Cultivation strategies, helping our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Represent QUEERSPACE collective publicly with current and potential donors, partners and other stakeholders.
- Stay up to date with upcoming and current trends and best practices to generate new development and communications ideas to increase revenue and donor loyalty.
- Ensure development and communications procedures and software fit our organizational needs.
- Attend quarterly board meetings to provide updates on all program activities
- Provide leadership for and support the dissemination of QUEERSPACE collective's mission, vision and values across the organization and externally
- Set individual and team goals, contribute to the annual work plan and motivate staff and the broader team to reach them

### **Development**

- Oversee all fundraising events including our annual Birthday Bash event, house gatherings, pride parties and partner events with local businesses.
- Develop and lead individual giving programs; including direct mail and online fundraising campaigns.
- Increase individual donor contributions through enhanced prospect identification, research and analysis.
- Maintain relationships with existing donors and improve donor retention. Responsible for the accurate tracking and reconciliation of pledge contributions.
- Develop strategies and execute activities to build institutional partners and maintain existing relationships.
- Participate in grant prospecting and grant-writing.
- Report on development progress to Executive Director and Board of Directors.

### **Communications**

- Provide leadership for and support the dissemination of QUEERSPACE collective's mission, vision and values across the organization and externally.
- Develop and ensure brand standards and compliance through all media channels, including all donor communications, annual report, website and social media.

- Understand and communicate QUEERSPACE collective's programmatic impact in a compelling message to effectively engage potential donors.
- Support management of website content and platform.
- Be a spokesperson for the organization through networking and speaking opportunities.
- Other duties as assigned.

**Education and Experience:**

- Bachelor's Degree and 7+ years relevant experience
- Strong track record of meeting and exceeding organizational and personal goals and objectives.
- Strong oral and written communication skills; ability to articulate a strong and compelling case for support.
- A track record of securing grants or donations from individuals, corporations and foundations including major gift experience.

**Competencies and Attributes:**

- Ability to work independently and enjoys working in a new, fluid and evolving organization
- Effective planning, organizational, and time management skills and keen attention to detail
- Strong interpersonal, oral and written communication skills
- Ability to work effectively with and relate to diverse populations
- High level of personal and professional integrity, including ability to protect and maintain confidentiality and data privacy
- Critical thinker and relentlessly creative and decisive problem solver driven to success and making a difference
- Computer application proficiency, including Microsoft Outlook, Word, and Excel
- An intimate understanding of issues impacting the LGBTQ+ community combined with a passion for and commitment to QUEERSPACE collectives mission and vision.

**Other Requirements:**

- Clean driving record, reliable vehicle (with insurance) and ability to pass a criminal background check
- Ability to work some evenings and weekends
- Ability to meet physical demands of the job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit, stand, bend, twist, kneel, and communicate. The employee must regularly lift and/or move up to 40 pounds.

**Compensation:**

Annual Starting Salary: \$85,000-\$95,000

Benefits: Health and Dental Insurance, Cell Phone Stipend, 20 days PTO + 11 days Holiday + 1st week of July off, 401K Retirement Plan, Internal and External Training Opportunities

**Location:**

QUEERSPACE collective offers a flexible work environment with this position based in Minneapolis, MN and virtual. This position will require some weekend and evening hours, as well as local travel.

**Other Information:**

QUEERSPACE collective is an Equal Opportunity Employer and serves a diverse group of individuals with respect to race, ethnicity, gender identity, sexual orientation, socio-economic status, nationality, and religion. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals.

*If you meet some of the qualifications above, we encourage you to apply or to reach out for more information. We know groups subjected to systemic oppression– including people of color, women, people from working class backgrounds, and people who identify as LGBTQIA+ – are less likely to apply unless and until they meet every requirement. Therefore, we strongly encourage applications from people with these identities or who are members of other communities which are marginalized.*

*Disclaimer: This job description is meant to describe the general nature and level of work to be performed in this job and is not intended to be inclusive of all the assigned functions, responsibilities, or aspects of the job. QUEERSPACE collective may at its sole discretion amend this job description at any time with or without notice.*