About the GLBT Historical Society
The GLBT Historical Society is a 501(c)(3) nonprofit educational organization that collects, preserves, exhibits and makes accessible to the public materials and knowledge to support and promote understanding of LGBTQ history, culture and arts in all their diversity. Founded in 1985, we are recognized internationally as a leader in the field of LGBTQ public history.

JOB POSITION: Development & Events Coordinator
The Development & Events Coordinator (DEC) will support and grow our donor and member communities, through regular outreach, planning and executing various fundraising events and campaigns, and representing the GLBT Historical Society at events. The ideal candidate possesses excellent fundraising, community-building and problem-solving skills and enjoys collaborating with staff, supporters, and external partners. They are a creative, results-driven team player, with the ability to manage multiple deadlines and competing projects.

This is a full-time hybrid position, requiring work in our San Francisco offices approximately two days per week and occasional evening and weekend work. The DEC reports to the Director of Development & Communications (DDC) and collaborates with team members from across the organization.

JOB RESPONSIBILITIES
- **Donor/Member Relationship Management and Data Entry (30%)**
  - Help grow and steward an entry-level donor portfolio, and partner with the DDC to build long-term relationships with a growing list of individual donors.
  - Manage donation and membership acknowledgement process (sending thank-you letters and emails, and membership packets).
  - Manage monthly outreach to lapsed and soon-to-be lapsed members.
  - Update and maintain donor and member records in the donor database (Salesforce).
  - File all donation-related paperwork and maintaining organized filing systems.
  - Assist the DDC with the analysis of donation data and preparation of internal reports.
  - Answer phone and email inquiries regarding membership and donations.
- **Event Planning and Support (30%)**
  - Work with Development and Communications team to plan and execute
fundraising events throughout the year, including happy hours, museum open houses, and other fundraising events.

- Provide support for annual fundraising Gala, including logistical support, assisting with setup of online ticketing, mailings, in-kind gift soliciting and tracking and other administrative and logistical duties.
- Attend and represent the GLBT Historical Society at networking events, local conferences, etc.
- Help to recruit and oversee volunteers as needed for special event functions.
- Attendance at various events is required and may require evening or weekend work.

**Development Campaign & Outreach Support (25%)**

- Work with Development and Communications team to plan and execute fundraising campaigns throughout the year (including anniversary campaign in the spring, Pride campaign, end-of-year giving, Giving Tuesday, and Give Out Day).
- Work with the Development and Communications teams to create email and social media content in support of the organization’s fundraising goals.
- Contribute edits to communications and marketing efforts as asked, including newsletters, website copy, outreach materials, and press releases.
- Perform mail merges and assist with solicitation and other department mailings.

**Clerical/ Miscellaneous (15%)**

- Engage in regular reconciliation process with Finance Director to ensure appropriate tracking and accounting of gifts.
- Assist with general clerical support for the department and agency as assigned.
- Work with program staff and others to assist with grant applications for submission and maintaining up-to-date grant files in Salesforce.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS**

- 1–2 years of fundraising experience.
- 1–2 years of event planning experience.
- Prior experience with Salesforce or another fundraising database.
- Strong computer skills: Windows, Microsoft Office (Word, Excel), etc.
- Organized and detail-oriented with proven time-management skills.
- Ability to prioritize tasks and meet deadlines without sacrificing attention to detail.
- Excellent interpersonal skills.
- Must be available to work evenings and weekends as needed for special events.

**DESIRED QUALIFICATIONS**
• Interest in LGBTQ history and culture.
• Experience working with LGBTQ communities.
• Superior problem-solving abilities with acute attention to detail.

PHYSICAL REQUIREMENTS
• Ability to communicate via email, phone and in person.
• Ability to lift and carry at least 25 pounds.
• Ability to work weekends and evenings.
• Ability to work at a hybrid work position.

POSITION DETAILS & COMPENSATION
• This is a full-time (37.5 hours/week) non-exempt (hourly) position.
• Wage is $31.77/ hour
• Working hours are somewhat flexible, within our open hours of 8:30 a.m. to 6:00 p.m.
• During the ongoing COVID-19 pandemic, this is a hybrid position, working approximately two days per week in our offices at 989 Market Street and three days remotely.

The GLBT Historical Society offers a competitive benefits package, including medical, dental, vision, and commuter benefits, as well as 14 paid holidays. All regular, full-time employees are entitled to paid time off (PTO) based upon your years of active service, starting at 15 days in year one, and up to 25 days in year five. A 401(k) employer matching program is available.

HIRING TIMELINE
The anticipated hiring timeline as of the posting of this position is approximately 8 to 10 weeks, with an anticipated start time during the week of January 16.

Applications will be accepted until the position is filled. Priority will be given to applications submitted by Friday, December 2.

COVID HEALTH AND SAFETY
COVID-19: We have taken enhanced health and safety measures—for you, our other guests, and our staff. All visitors, volunteers, and staff must follow and ensure the operation of all posted instructions while in GLBT Historical Society facilities. An inherent risk of exposure to COVID-19 exists in any public place where people are present. All GLBT Historical Society employees and volunteers are required to be vaccinated against COVID-19. Final shot must occur 15 days or more before the start date. Here is the link to our full policy: https://www.glbthistory.org/covid-19-information.
HOW TO APPLY
To apply for this position, submit a resume and cover letter to jobs@glbthistory.org. Your cover letter should help us understand what excites you about the position, and should describe any experience you have in fundraising and event planning.

No calls please. Thank you for your interest.

EQUAL OPPORTUNITY
The GLBT Historical Society affirmatively values diversity and seeks to hire staff that reflects the diversity of our communities. We are an equal opportunity employer. The Society is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex, sex stereotype, race, color, creed, gender, gender identity, gender expression, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, weight, height, military or veteran status, or any other characteristic or status protected by federal, state, or local law. This policy applies to all employment practices including hiring, benefits, promotions, training, disciplinary action, and termination.