



## BLACK TIE DINNER SEEKS DIRECTOR OF DEVELOPMENT

Black Tie Dinner, Inc. is a non-profit 501(c)(3) organization that raises funds for lesbian, gay, bisexual, transgender, and queer (LGBTQ) supportive organizations serving North Texas. The annual Black Tie Dinner held in Dallas, Texas is one of the largest LGBTQ fundraising dinners in the nation. As the Director of Development, you would be helping to support up to twenty local nonprofit organizations as well as the national Human Rights Campaign Foundation. Black Tie Dinner, Inc. has received national recognition for its record donations to charitable organizations and produces what is considered one of the premier fundraising events in the country, delivering over \$25 million to beneficiaries since 1982.

### DESCRIPTION

The Director of Development will serve as an integral member of the Sponsor Committee of the Board of Directors and will work with corporate and individual major donor prospects to obtain sponsorships and underwriters for the Black Tie Dinner event. The position requires interaction with the entire Board of Directors on fundraising strategy, cultivation, solicitation, and retention of major sponsors and underwriters, including support for events and marketing and event collateral. Duties include participation in the annual dinner, monthly Sponsor Committee and Board meetings, regular in person meetings with sponsors and underwriters, as well as other major events and activities throughout the year. The Development Director will report directly to the Co-Chairs of the Board of Directors, and as the sole paid staff member, must thrive working independently in a remote/work-from-home capacity.

### REQUIREMENTS

- Significant experience in non-profit and/or corporate development and fundraising
- Proven record of accomplishment in raising major gifts (\$25K-\$100K+) from a diverse group of individual and corporate donors
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Demonstrated experience in identifying and securing new corporate sponsors and underwriters
- Excellent interpersonal skills including superior written and communication skills
- Demonstrated strength in building relationships with donors and Board of Directors
- Familiarity with the LGBTQ community and its allies
- Demonstrated ability to operate effectively without day-to-day management, with strong initiative/drive, and a high degree of organizational and time management skills
- Strong computer skills including Microsoft Office, CRM software, and managing donor database with accuracy and timeliness
- Support all Black Tie Dinner events and donor appreciation

Please submit cover letter, resume and salary requirements to [mlemons@blacktie.org](mailto:mlemons@blacktie.org)

Please visit [blacktie.org](http://blacktie.org) for more information about the Black Tie Dinner organization and annual fundraising event.

