



Office: 730 Polk Street, 4th Floor • San Francisco, CA 94109 • Ph: 1-415-554-8494 • FAX:
1-415-554-8444
www.stjamesinfirmary.org

JOB DESCRIPTION
DEVELOPMENT CONSULTANT
20 hours a week at \$60.00 per hour
Supervisor: Operations Director

Responsibilities and Duties:

- Review, update, and implement organization fundraising strategies and achieve ambitious donation goals on a short timeline.
- Maintain organization relationships with local communities and donors for fundraising purposes.
- Maintain donor database and coordinate donor campaigns throughout the year.
- Review donor tax letter policy. Facilitate sending and tracking all donor letters.
- Maintain foundation directory list with applicable deadlines and program areas.
- Prepare letters of intent, and coordinate the development of grant proposals.
- Organize media campaigns to recruit donations.
- Support and supervise development/fundraising efforts within the organization.
- Coordinate online fundraising efforts.
- Attend leadership team and other meetings relevant to position responsibilities.

Skills and Qualifications:

- Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers

- Experience with, and knowledge of harm reduction philosophies and practice
- Experience working with people who use substances, including injection drugs
- Experience working with people living with or affected by HIV/AIDS
- Cultural sensitivity and willingness to work with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS
- Willingness and proven ability to work cooperatively with other colleagues and community members
- Good written and verbal communication skills
- Bilingual preferred
- Technical competency and internet connection sufficient to work remotely.
- Technical competency to use a variety of digital tools to accomplish job responsibilities.

HOW TO APPLY

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to development@stjamesinfirmary.org. Please write your name and the title for this position (“Your Name - Development Consultant”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. We prioritize hiring someone with experience in the sex industry, and encourage LGBTQ people, women, and people of color to apply.

Hours: Part Time (20 hours per week)
Salary: \$60 per hour
Supervisor: Operations Director