The Mass. Trans Political Coalition (MTPC) works to ensure the wellbeing, safety, and lived equity of all trans, nonbinary and gender expansive community members in Massachusetts. We educate the public; advocate at state, local and systemic levels; and through collective action we mobilize community, engage in capacity building and advance community wellness and prosperity.

**Vision**

We envision a world where all trans, nonbinary and gender expansive people

- Are valued and celebrated;
- Fully participate and thrive in all areas of society;
- Actualize our full potential and self-determination to shape the future.

**We Work To:**

⇒ Build broad-based participation and community power;
⇒ Build a statewide presence and serve all of Massachusetts;
⇒ Support the development of leaders and coalitions;
⇒ Draw strength from all of our communities’ experiences and identities;
⇒ Learn from our history and evolve consciously;
⇒ Honor the experiences and voices of elders and youth;
⇒ Be accountable to the communities in which we work.

**Political Analysis**

We honor the full range of all trans, nonbinary and gender expensive identities and experiences. As we collectively struggle against all forms of oppression, MTPC serves as a political home to support mobilize, and advocate for our community.

We understand oppression to be the experience of repeated, widespread, systemic injustice based on but not limited to: race, ethnicity, gender identity, gender expression, class, disability, sexuality, sex assigned at birth, education, religion, nationality, immigration status, age, size/BMI, language capacity, HIV status, and history of incarceration and court involvement.

We are committed to creating a culture of intersectional and multigenerational learning; building and sharing community power; and participating in community mobilization, and coalition building. Although MTPC’s work focuses on the wellbeing, safety, and lived equity of all trans, nonbinary, and gender expansive people, ultimately, our work is inherently tied to the collective liberation of all oppressed peoples.

Frequently cited statistics show that femme, trans, and nonbinary people, as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. MTPC encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.
Role Title: Communications and Fundraising Manager

Location: Massachusetts (remote hybrid – must be able to travel to Boston)

Hours: Full-time with some evenings and weekends required

Compensation: $55,000 - $60,000 salary

Supervised by: Executive Director

This position requires flexibility, strong communication skills, and an organized work style. We are looking for someone with experience (personal and/or professional) with trans, nonbinary, and gender expansive communities, who has the ability to engage a wide audience and translate the activities of MTPC into proposals for potential funders. The Communications and Fundraising Manager will be responsible for developing and implementing a communications strategy and fundraising plan, and maximizing MTPC’s capacity and network to strengthen community engagement and financial resources to deliver on the organization’s objectives.

This role will primarily focus on communications and financial support that allows MTPC to deliver on our agreed streams of work as articulated in our strategic plan. MTPC is committed to the professional development of our team members. This position will include access to workshops, seminars, and other professional development opportunities.

Responsibilities

Communications
- Develop an organizational communications style guide.
- Lead the development of messages for the organization and any specific campaigns that reflect MTPC’s mission and values.
- Engage key audiences and identify appropriate communications platforms.
- Advertise and promote MTPC’s initiatives and events.
- Ensure consistent, high-quality, appropriate delivery of MTPC’s message.

Print & Electronic External Communications:
- Work with staff, steering committee, volunteers, interns, and other contributors to write, edit, and design:
  - Monthly e-newsletter
  - Blog posts
  - Social media and website content
  - Collateral: materials, brochures, handouts, swag, etc.
  - Print and digital ads
  - Press releases about MTPC, staff, events, and initiatives
- Manage MTPC’s brand, image bank, video bank, and other archival material.
- Update and maintain MTPC’s website.
- Manage communications volunteers, interns, and other consultants.

Media:
- Monitor and document appearances of MTPC in media (radio, television, news, etc.).
- Cultivate contacts with media.
- Collaborate with Executive Director to communicate with media.

Fundraising
- Collaborate with Executive Director and Steering Committee to develop a fundraising strategy and action plan in line with strategic plan goals and priorities.
- Explore fundraising opportunities, identify and approach possible funding partners and develop relationships with key decision makers.
- Donor stewardship to cultivate new partnerships with foundations, corporate sponsors and individual donors, and maintain existing relationships.
- Assist Executive Director with coordinating and writing grants, and direct mail appeals.
Coordinate fundraising campaigns and events like MTPC’s annual fundraising gala, *Professionals for Trans Rights*.
- Manage CRM, donor, and funding partner accounts.
- Manage fundraising volunteers, interns, and other consultants.

**Qualities, Experience, Strengths, and Skills**

**Essential**
- Comprehensive understanding of the landscape of trans, nonbinary, and gender expansive identities, rights, and advocacy.
- Exceptional written and verbal communication skills.
- Strong administrative skills and attention to detail.
- Strong interpersonal skills and ability to interact effectively, influence and advocate for MTPC’s work to a wide variety of constituencies.
- Capable of both a high degree of independence and team approach in work responsibilities.
- Ability to meet deadlines and be flexible.
- Demonstrated strategic thinking skills.
- Have a passion for social change/social justice and commitment to the mission of MTPC.

**Desired**
- Experience working for trans rights or other social justice movements.
- Experience in fundraising, marketing and/or development.
- Proficient in writing proposals and reports.
- Experience working with donors and ability to develop relationships with individuals, foundations, corporate, and community partners.

**Attributes**
- Strongly committed to trans rights and the objectives of the organization.
- Embodies MTPC’s values and demonstrates a high level of integrity.
- Demonstrates a high level of care and persistence in challenging situations.
- Builds and maintains effective relationships internally with MTPC staff and steering committee, as well as with external colleagues, partners and supporters.

**Application details:** Position to start September 2021. MTPC hires for life experience; trans women of color; trans, nonbinary, and gender expansive people of color, disabled people, and formerly incarcerated people are strongly encouraged to apply. Applications will be accepted until the position is filled. Send your resume, a writing sample, and anything that describes or demonstrates why you are a good fit for this position and the organization:

- By email: TreAndreValentine [at] masstpc [dot] org
- By post: P.O. Box 960784, Boston MA 02196

*The Massachusetts Transgender Political Coalition does not discriminate in employment on the basis of race, ethnicity, religion, sex (including pregnancy), gender identity, gender expression, national origin, political affiliation, sexual orientation, marital status, HIV status, disability, genetic information, BMI/size, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*