**DIRECTOR OF MISSION ADVANCEMENT**

**Job Description**

**Purpose:**

The Director of Mission Advancement leads all development systems and strategy, responsible for driving the success of fundraising, donor and community relations, capital campaign, marketing and communications, corporate philanthropy, and fundraising events. This role is an executive leader position within a fast-growing grassroots nonprofit organization. The position provides inspirational leadership and executes effective fundraising and community and donor engagement strategies that allow TCAA to deliver on its mission.

**Essential functions include:**

**Development**

* Leads and fulfills an ambitious, comprehensive and actionable development plan
* Develops and executes strategies for annual giving, major gifts, grants, sponsorships, and planned giving resulting in meeting or exceeding fundraising targets
* Identifies, qualifies, cultivates, solicits and stewards donors through the giving cycle. Ensures donors are informed, engaged, appreciated, recognized and valued, resulting in increased philanthropic support and enthusiasm for TCAA
* Develops Case Statements as needed to support fundraising priorities
* Leads and executes cultivation activities and fundraising campaigns. Directs signature fundraising events with support from team and event management subcontractor.
* Involves the CEO and Board of Directors in the cultivation, solicitation, and stewardship of new and past supporters with major giving capacity. Manages an active donor portfolio.
* Provides capital campaign leadership and directs related fundraising strategies, including collaboration with campaign cabinet, CEO, and Board of Directors in securing campaign gifts
* Writes solicitation proposals and hosts tours and presentations to facilitate foundation, corporate and individual investments in organizational and capital campaign fundraising goals

**Community Relations and Communications**

* Develops annual Communications Plan
* Performs oversight of brand positioning and strategy
* Provides direction and guidance to team resulting in attainment of volunteer recruitment goals and sustained community and volunteer relationships
* With support from subcontractors and staff, oversees creation of compelling collateral and content including advertisements, newsletters (print and online), direct mail, email, invitations, annual reports, website updates and social media
* Develops messaging for a variety of external audiences including current and new donors, corporate partners, outreach audiences, new families, media, and the community at large
* Serves as an articulate, enthusiastic, and visible spokesperson for the organization to effectively communicate and drive mission advancement

**Leadership and Administration**

* Continually identifies trends and data that provide the foundation for fundraising and mission engagement strategies. Participates in strategic planning, annual budget design, and goal setting.
* Fosters strong interdepartmental team cohesion
* Directs and collaborates with staff and subcontractors in setting clear goals, organizing projects, establishing and managing budgets, and establishing accountability processes. Creates systems, workflows, measures, and procedures to maximize staff efficiencies.
* Directs staff in fundraising administrative activities including mailings, pledge reminders, and maintaining accurate campaign and donation records. Guides staff on utilization of donation platforms including, queries, reports, exports, and other needed data.
* Collaborates with the Finance Department for reconciliation of fundraising records
* Provides leadership, staff support, and guidance to the Board of Directors External Affairs Committee and the Development Department. Provides training as needed.
* Other duties as assigned

**Required Minimum Qualifications:**

* BA (required), MA (preferred)
* Five years’ experience in building and managing a multi-disciplinary fundraising program with demonstrated knowledge in nonprofit fundraising and stewardship practices required
* Two years supervisory experience required
* Certified Fund-Raising Executive (CFRE) strongly preferred
* Requires thorough understanding of fundraising best practices and moves management
* Proven record of successfully leading a team of professional fundraisers and support staff
* Successful track record of prospecting, qualifying, cultivating and soliciting major gifts
* Direct experience in messaging, content creation, design, and communication strategies
* Capital campaign experience a plus

**Desired Skills, Knowledge, and Ability:**

* Event planning and management experience
* Budget development and management skills
* Outstanding stewardship and relationship management skills with meticulous follow-through
* Exhibit strong managerial, organizational, and time management skills with high attention to detail and high level of problem-solving skills
* Professional, diplomatic, persuasive, collegial, and effective in working with diverse individuals
* Successful track record of public and private grant funding awards
* Ability to effectively represent TCAA, to present a compelling case for support, and to enthusiastically serve as an emissary for the organization
* Experienced with MS Teams, Share Point, other windows-based software and donor CRM software

**License/Certifications:** Arizona driver’s license, insurance, and a vehicle to use in performance of job. Level One Fingerprint Clearance required.

Hybrid and alternative work schedules may be available depending on business needs

**Status:** Full-time, exempt **Compensation:** $80,000 - $95,000

**Benefits:** TCAA is provides a robust additional benefit package to complement compensation. This package includes paid holidays including a personal birthday and religious/cultural preference holiday, vacation and sick time accrual that increases with tenure, as well as medical, dental and vision insurance, life insurance, disability benefits, Health Savings Account, Employee Assistance Program, telemedicine, and retirement. TCAA pays 100% of the employee’s premium for medical insurance.

**To Apply:** Submit cover letter summarizing qualifications and availability, and current resume to humanresources@tempeaction.org