

## **JOB DESCRIPTION**

### **Director of Development**

#### **Purpose:**

The Director of Development 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.

#### **Supervision Received and Exercised:**

Works under the general direction of the CEO and in collaboration with the Executive Leadership Team. Exercises supervision over Development Team.

#### **Essential Functions:**

##### **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.
- Development of 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. Create 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.
- Collaborate 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 of 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 and Certification:**

- Ability to obtain a Level One Fingerprint Clearance Card and eligible for Central Registry Clearance
- Valid drivers' license and clean driving record. Personal vehicle for business use

**Hours:** Monday through Friday, 8 AM – 5 PM, subject to periodic variation

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

**Status:** Full-time, exempt     **Compensation:** \$90,000 - \$105,000

**Benefits:** At TCAA, we believe that our employees are our greatest asset. To show our commitment to their well-being and professional growth, we offer a comprehensive benefits package designed to support and enhance work-life balance. Our key benefits and rewards for most positions include, but aren't limited to



- 14 paid holidays annually
- Accrued vacation and sick time that increases with tenure
- Medical, dental and vision insurance including PPO and health savings account options, with employee medical premiums covered at 100% by TCAA
- Life insurance, disability benefits, accident coverage, and retirement
- Employee Assistance Program
- Simple IRA with company match up to 3%
- Annual merit-based Increases after 9 months of employment
- Flexible work schedules and hybrid options for certain positions
- Paid time off to volunteer
- Reimbursement of background clearance costs for entry-level positions

TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and an environment where every employee feels valued and empowered to bring their whole selves to work. The collective sum of the individual differences represents a significant part of our culture, reputation, and achievements. We believe that together, we can achieve greatness by embracing our differences and working collaboratively towards a common purpose.

We are eager to meet people that believe in our mission and can contribute to our team in a variety of ways. We consider and equivalent combination of knowledge, skills, education, and experience to meet the minimum qualifications. We want people to feel comfortable expressing their true selves and to come, stay and do their best work.

**TCAA is an Equal Opportunity Employer**



**Tempe Community  
Action Agency**