



TESSA JOB DESCRIPTION

JOB TITLE: Development Director
REPORT TO: Executive Director
TIME REQUIREMENT: 40 Hours/Week (Exempt)

SYNOPSIS:

The Development Director (DD) works closely with the Executive Director to grow a diverse funding portfolio for TESSA. The position requires strong strategic thinking, grant-writing and organizational skills. The Development Director is responsible for the oversight and execution of fundraising activities, including grants management, special event logistics coordination, tracking and supporting individual, corporate and foundation relations (moves management), donor identification and research, and donor stewardship.

RESPONSIBILITIES:

STRATEGY & MANAGEMENT

- Collaborate with the Executive Director to create a development plan in accordance with organizational goals, mission, philosophy, and best practices.
- Oversight and responsibility for departmental and event budgets.
- Utilize critical thinking skills to be responsive to, analyze, and build solutions that address opportunities for improvement within the context of the development goals and objectives.
- Actively participate in the ongoing analysis of organizational/departmental policies, procedures, and service provision with an eye toward best practices that are effective, efficient, and strategic.

GRANTS PROGRAM

- Draft government and foundation grant proposals and supplemental materials typically required.
- Create long-term grants calendar in conjunction with Finance Director and monitor to ensure deadlines are met, to analyze efficacy, and identify developing trends and areas of need.
- Coordinate with the Finance and Program Directors to ensure grant implementation.
- Research new grant opportunities and develop relationships with current and prospective grantors.
- Work with the Finance and Program Directors to submit accurate reports to grant funders.
- Oversee the tracking, research, and submissions of all required grant reports and documentation.

INDIVIDUAL + CORPORATE GIVING

- Work with the Executive Director to set individual and corporate giving goals and develop strategies and activities to meet them.
- Work with the Executive Director to track donors and prospective donors through the giving cycle, including research, cultivation, and solicitation (moves management).
- Ensure database accuracy and design internal procedures to best leverage donor data.
- Implement activities to increase individual and corporate fundraising giving, including
 - direct mail campaign(s)
 - development of donor briefings and/or materials to support donor cultivation and solicitation
 - stewardship and donor accountability materials/procedures, including thank you letters, e-newsletter content, reports to donors, etc.



- development of a planned giving program
- coordination of donor recognition and donor cultivation events

EVENT AND MEETING MANAGEMENT

- Responsible to plan and execute the logistics for TESSA's primary annual fundraising event.
- Identify and recommend additional fundraising event opportunities.
- Set, communicate and maintain timelines for each event and coordinate logistics.
- Work with program participants, contractors, employees, vendors, managers, and other parties to coordinate the event timelines and activities.
- Manage correspondence with sponsors and donors about events.
- Manage logistics for small group meetings. Ensure that the event venue is "show ready" and staged for all events.
- Ensure proper planning, acquiring and setup of furniture/fixtures, equipment, decorations, and any other necessary items for the events.
- Be organized and detail oriented, utilizing checklists or other systems to ensure no task is left undone; anticipate events and plan ahead; prepare for the unexpected; remain focused on the end results.
- Remain calm under pressure. Handle crisis management as it unfolds and remain flexible to change as events happen.

VOLUNTEER PROGRAM

- Ensure the production of volunteer trainings that are well-designed and well-executed. This includes: securing internal and external presenters, calendaring training space, producing training materials, etc.
- Develop long-term plan to best utilize volunteer work hours and to fully integrate volunteers into programs/with paid staff.
- Conceive of innovative ways to leverage volunteer work hours to enhance direct services to clients.

CULTURAL INCLUSIVITY

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies and procedures.

OTHER

- Assist with United Way, Combined Federal, and other campaigns as necessary.
- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Develop, understand, support, and implement organizational initiatives and strategic plans.
- Attend staff, board, management, and other relevant meetings, trainings, and in-services as assigned.
- Other duties and projects as identified by the Executive Director.



QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must possess knowledge of the functions performed within each Program of the Development Department. The following skills, knowledge, and abilities are required of the incumbent.

- Bachelors Degree in Nonprofit Management, Public Administration, Business, Communications, or a related field required.
- Equivalent combination of education and experience may be considered in lieu of education or other specified requirements.
- Three years of relevant fund development experience required, including experience writing and managing government and foundation grants.
- Some senior staff experience preferred.
- Excellent writing skills, particularly strong grant-writing experience required.
- Knowledge of the regional philanthropic community.
- Excellent project management skills: multi-tasking, prioritization, flexibility, etc.
- Ability to work and communicate effectively within all levels of the organization, with stakeholders and donors, the Board of Directors and with the community-at-large. Articulate and compelling.
- Excellent organizational, communication (oral and written), problem solving, listening and interpersonal skills.
- Displays a positive attitude, works well with others, and accepts direction well.
- Attentive to detail.
- Able to work well under stressful and emotionally taxing circumstance and engage in effective self care.
- Able to independently use a computer for word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possesses vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.
- Available to work evenings, weekends, and on-call as needed.
- Valid driver's license and car insurance.
- Must be willing to complete and able to pass required background checks.
- Able to read, write, and speak English.

No phone calls please.

**To apply, please email cover letter and resume to
sboyles@tessacs.org**

Review of applications will begin March 23rd.

TESSA is an equal opportunity employer.