



TESSA JOB DESCRIPTION

JOB TITLE: Development Manager
REPORT TO: Chief Executive Officer
TIME REQUIREMENT: 40 Hours/Week (Exempt)
PAY RATE: 48,000-52,000

SYNOPSIS: The Development Manager is responsible for the strategic planning, executing, and ongoing oversight of all fundraising and internal/external communications activities. These activities include but are not limited to: Individual and corporate/Organizational Donor Stewardship; Grants Management; Donor Prospecting; Special Events; Volunteer Management; Community Outreach and Education; and Community/ Public Relations. The role reports directly to the Chief Executive Officer (CEO) and working in conjunction with the management team. The Development Manager will be a skilled strategic planner, possess flexibility and excellent judgement, be adept at personnel management, and capable of maintaining big-picture vision while simultaneously being responsible for detailed plan execution and Development Team cohesion. This position requires commitment to and understanding of the organization's mission, vision, and operating philosophy. The Development Manager will supervise two full time Development Team members, the Donor Relations Coordinator and the Volunteer Coordinator.

RESPONSIBILITIES:

DEPARTMENTAL STRATEGY & MANAGEMENT

- Collaborate with the CEO to create a Development Strategic Plan in accordance with organizational goals, mission, philosophy, and best practices.
- Insure Development Team cohesion in regard to internal/external messaging, visual presentations and collateral, and overall objectives.
- Oversight and responsibility for Development and Event Budgets.
- Set and monitor realistic but challenging Program goals while empowering and supporting Departmental staff in attaining those goals.
- Foster the development of department staff in terms of each: achieving fullest potential; working both independently and as a part of a team; and feeling empowered to speak openly and to share new ideas
- Manage staff and contractors with development responsibilities; provide ongoing support and direction to meet fundraising, communications and marketing goals.
- Utilize critical thinking skills to be responsive to, analyze, and build solutions that address opportunities for improvement within the context of organizational and departmental goals and objectives.
- Actively participate in the ongoing analysis of Development policies, procedures, and service provision with an eye toward developing best practices that are effective, efficient, and meet strategic objectives.



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 & ORGANIZATIONAL DONOR PROGRAM

Direct supervision of: Donor Relations Coordinator (DRC). All responsibilities herein will be designed and achieved in cooperation with the DRC.

- Work with CEO to set individual and corporate giving goals, and develop strategies to meet them for: major gifts, sustainers, etc.
- Work with CEO to set organizational and corporate giving goals (monetary and non-monetary) and develop strategies to meet them.
- Work with CEO to track donors and prospective donors through the giving cycle, including research, cultivation and solicitation.
- Engage the Board, committee members, staff and volunteers to support fundraising and marketing/communications goals.
- Ensure database accuracy and design internal procedures to best leverage donor data.
- Create and revise policies related to fundraising, gift acceptance and marketing/communications
- Activities in support of individual and organizational/corporate fundraising goals may include, but are not limited to:
 - Donor prospecting, cultivation and solicitation
 - Development of direct-mail campaign(s)
 - Oversight to stewardship and donor accountability materials/procedures, including thank you letters, e-newsletter content and reports to donors
 - Development of a planned giving program
 - Coordination of donor recognition and donor cultivation events

COMMUNICATIONS & PUBLIC RELATIONS

- Oversee relationships with local and regional media that aim to elevate TESSA's visibility within the Pike's Peak region and ensure TESSA's role as the regional authority on Domestic Violence/Sexual Assault. Act as a secondary contact as needed.
- Cultivate and manage media (tv, radio and print) relations and networking.
- Ensure press releases and other media content are consistent with TESSA's message, accurate, and release in a timely and relevant manner.
- Maintain availability for timely interview requests by multiple media formats; Along with CEO, schedule and prepare designated staff and board members for media interview.



- Establish, maintain and prepare a survivor network to accommodate media interview and event requests.
- Work internally to clarify organizational messaging and ensure all external messaging, collateral materials, presentations, TESSA website, etc. are consistent, on message, and accurate.
- Work with CEO and Development Team to create TESSA marketing collateral, including but not limited to brochure (general and program), electronic and print newsletters and annual report.
- Respond to current events related to DVSA, Stalking and Human Trafficking in the news.
- Respond to social media comments and messages in a timely manner

COMMUNITY AWARENESS, OUTREACH & EDUCATION

- Develop and implement a long-range plan for raising community awareness about, and intolerance for, Domestic Violence/Sexual Assault (DVSA).
- Identify community needs and use community analysis to design an Outreach & Education Program that is comprehensive and audience centric.
- Ensure presentations, collateral materials, etc. are respectful and sensitive to the cultural experiences of audiences, donors, clients, and volunteers.
- Oversee the development of awareness events.
- Develop and coordinate presentations for TESSA leadership and program staff to present to community groups.
- Work with TESSA leadership on networking with local organizations and businesses to support third-party fundraising events and collaboration for awareness events.

EVENT AND MEETING MANAGEMENT

- Along with the CEO, responsible for planning and executing 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.
- Manager correspondence with sponsors and donors about events.
- Manager logistics for small group meetings to ensure event venue is ready and staged for all events.
- Ensure proper planning, acquiring and set-up of furniture and fixtures, equipment, decorations and other necessary items for events.
- Utilize checklists and other systems to ensure no task is left undone, anticipate events and plan ahead, prepare for the unexpected and focus on the end results.

VOLUNTEER PROGRAM

Direct supervision of: Volunteer Coordinator (VC). All responsibilities herein will be designed and achieved in cooperation of the VC.

- Maintain the quality and breadth of content provided in TESSA's comprehensive volunteer training program.



- Support the VC in the production of volunteer trainings. 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 in order to expand and/or enhance direct-services to clients.

SUPERVISION DUTIES

- Establish a Development Department orientation process for new employees, volunteers, and interns that addresses: departmental policies and procedures, objectives, and philosophy.
- Establish and clearly communicate performance expectations.
- Provide direct and consistent supervision, guidance and support to department staff, volunteers, and interns while maintaining an environment that encourages open communication and sharing of ideas.
- Complete performance evaluations for all direct-reports per agency guidelines.
- With the leadership team, prevent, identify, and remove discriminatory barriers in TESSA's recruitment, hiring, training, retention, career development, promotion, benefits, and pay policies and practices.

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 of diversity.
- Apply the principles of multiculturalism and diversity in daily job responsibilities.
- Practice cultural inclusivity in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies & procedures.

Other

- Assist with United Way, Empty Stocking Fund, Give! And other campaigns as necessary.
- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Develop, understand, support, and implement organizational initiatives and strategies plans.
- Attend staff, board, management and other relevant meetings, trainings, and in-services as assigned.
- Other duties and projects as identified by the Chief Executive Officer.



QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Bachelor's degree in Nonprofit Management, Public Administration, Communications, or a related field required; Master's degree preferred.
- Equivalent combination of education and experience may be considered in lieu of education or other specified requirements.
- Three years of relevant nonprofit development and communications experience required. Some senior staff experience preferred.
- Two years supervisory experience required.
- Media experience including acting as organizational spokesperson. Relationships with regional media outlets highly desirable.
- Knowledge of the regional philanthropic community. Already established relationships within that community preferred.
- Strong personnel management skills.
- 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 writing skills including: grant writing, press releases, donor communications, and collateral materials.
- Strong knowledge of community resources in Colorado's Teller and El Paso Counties.
- Available to work a non-traditional schedule as required.
- Must be proficient in Microsoft Office tools and have general computer skills.
- Valid driver's license and car insurance with reliable transportation.
- Must be willing to complete and able to pass background and child abuse and neglect history checks.
- Able to read, write, and speak English.