



TAF

Individual Gifts Associate

DEPARTMENT	Development Team
REPORTS TO	TAF Executive Director of Development
SALARY	\$55K - \$65K DOE
POST/CLOSE DATE	OPEN
CLASSIFICATION	Exempt/Full Time (40 Hours)
HOURS	Monday - Thursday
LOCATION	Bethaday Community Learning Space (BCLS)

SUMMARY

As the Development Officer there is a strong responsibility on fundraising for our organization working towards justice in education, and the development of the TAF Alumni program. This person is responsible for focusing on raising funds through our monthly giving program (Catalyst Donor Program), mid-level donors, and steward volunteers to become donors, helping to organize fundraising events and building our alumni program.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Enhance TAF’s monthly giving program by communicating organizational successes to existing and prospective monthly donors
- Assist in supporting the Development team with fundraising in the strategy of fundraising goals and work to meet those goals
- Identify and solicit new mid-level donors
- Assist with the production and implementation of appeal campaigns and other fundraising communications and strategies
- Assist in the creation of standard acknowledgement and thank you letters in coordination with the development associate
- Coordinate fundraising efforts to include annual fund campaigns, direct mail solicitations, e-fundraising appeals and more.
- Establish an Alumni program to recruit TAF alum to become volunteers and TAF donors
- Volunteer Stewardship of TAF Alumni
- Updating and maintaining donor information in the database

Lifelong Learner

- Consistently seeks new experiences and opportunities for learning
- Demonstrates deep reflection both verbally and in written form
- Familiarity working in diverse and multicultural and bilingual environments.
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Driver's license and have access to a car



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QUALIFICATIONS

- Extensive knowledge of fundraising strategies and principles
- Ability to inspire through storytelling and analytics
- Ability to collaborate with Programs, Education, and Communications Teams for collecting data and information on students and programs
- Strong written and oral communication skills
- Customer service experience
- Proficient with Microsoft Office Suite
- Excellent interpersonal skills
- Attention to detail and proven ability to meet deadlines

EDUCATION & EXPERIENCES

- Bachelors in Business, Non-profit or related field, equivalent to 5-years of fundraising experience
- 3-years of fundraising experience
- 2-years of event planning
- Strong writing skills
- Familiarity working in diverse and multi-cultural and bilingual environments.
- Must be able to perform the essential functions of the job with or without reasonable accommodations
- History of positive evaluations
- Fluency in languages other than English is a plus.
- Possess a valid Washington State Driver's license and have access to a car

BENEFITS

- Healthcare, 100% paid by employer for employee and dependents
- Individual Retirement Account
- Additional whole staff week off
- Paid Vacation & Sick Time

TO APPLY:

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at www.techaccess.org/careers. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.