



# TAF

## Development Officer, Individual Giving

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

### SUMMARY

The Development Officer, Individual Giving will be responsible for creating, in collaboration with the Development Team, a comprehensive plan to cultivate, solicit, and steward annual fund donors. This individual will be responsible for the management and growth of annual gifts through direct mail appeals and campaigns. They will also be responsible for building an alumni program that encourages volunteerism, advocacy, and financial support from our alumni.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for the general management of the Annual Fund, including designing, planning, and executing fundraising programs, through direct mail and electronically, in order to achieve the revenue goals set for Annual Fund
- Create, implement, and oversee a fundraising plan for annual giving, including direct mail, e-strategies, and personal solicitation
- Work with the Major Gifts Officer to identify Annual Fund donors who have the capacity to upgrade to Major donors
- Enhance TAF's monthly giving program by communicating organizational successes to existing and prospective monthly donors
- Identify and solicit new Annual Fund donors
- Assist in the creation of standard acknowledgement and thank you letters in coordination with the development associate
- Establish an Alumni program to recruit TAF alum to become volunteers and TAF donors
- Updating and maintaining donor information in our CRM

### 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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## Development Officer, Individual Giving

### 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](mailto:tafjobs@techaccess.org). For more information visit our website at [www.techaccess.org/careers](http://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.**