TAF

Job Title: Development Director

<table>
<thead>
<tr>
<th>Department</th>
<th>Development</th>
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<tbody>
<tr>
<td>Reports To</td>
<td>Executive Director of Operations &amp; Development</td>
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<tr>
<td>Salary Range</td>
<td>$90,000 – $100,000</td>
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<tr>
<td>Post/Close</td>
<td>May 24, 2021 Until Filled. Position starts July 12, 2021</td>
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<tr>
<td>Classification</td>
<td>Exempt</td>
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<tr>
<td>Week Schedule/Hours</td>
<td>Monday – Thursday, 8:00AM – 6:00PM</td>
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<tr>
<td>Location</td>
<td>TAF Headquarters – 605 SW 108th Street, Seattle WA</td>
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Summary

ABOUT TAF
TAF is a 25-year-old organization with a mission to build collaborative relationships with public education to create transformative learning systems for students and teachers of color to eliminate race-based disparities in an increasingly diverse society.

ABOUT THIS ROLE
TAF is seeking a successful fundraising leader who is culturally competent, and equity-focused. Someone who is capable of collaboratively leading a small (but mighty) diverse team through annual giving and a Growth Capital Campaign that will ensure TAF’s programmatic growth over the next five years. You have the opportunity to optimize TAF’s giving strategies to support our ambitious fundraising and programmatic goals to scale.

Your own contribution to fundraising will be to inspire investments in TAF’s mission and programs by developing strong supportive relationships with select major donors, the Board of Directors, large foundations, and major corporations. You will establish a working relationship with the Director of Communications to ensure the creation and distribution of all communications that support the fundraising efforts.

If this sounds like you, keep reading!

Essential Duties & Responsibilities

For more information, contact TAF HR at tafjobs@techaccess.org or visit https://techaccess.org/careers.
**Fundraising**

- Create and lead the implementation of annual fundraising plans and work plans with benchmarks for measuring performance.
- A proven track record of setting and achieving realistic goals for you and your teammates.
- Collaborate with the Development Team to create a Capital Growth Campaign fundraising plan.
- Lead and support the Board of Directors, volunteers, and staff involved in the solicitation process with reliable donor research, solicitation materials, coaching, and follow-up.
- Manage a portfolio of high-level donors through a moves management process that includes cultivation, solicitation, and stewardship that provides for donor acknowledgment and recognition, annual reports, and informing donors of the impact of their gifts.
- Understand and interpret for private contributors a range of giving opportunities consistent with TAF's priorities and strategic directions, especially those opportunities that result in major and endowed gifts.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.

**Team Operations**

- Direct grantmaking, annual appeals, special giving campaigns, events and the TAF Alliance
- Manage and support the Development staff to ensure all team members meet their annual goals.
- Oversee fundraising database and tracking systems.
- Devise a strategy for departmental growth.
- Perform annual performance reviews.

**Collaboration**

- Partner with the Director of Communications to create fundraising materials including, but not limited to, newsletters, social media, stories, videos, and website updates.
- Work with the Executive Director and Major Gifts Officer to exchange information about individual donors and prospects in each other's portfolio.
- Provide input for the TAF organizational strategic plan
- Proven ability to collaborate and communicate across departments
Qualifications & Skills Required

Abilities

- Must embrace the Mission of TAF and our goal of running an equitable organization.
- Squarely on the path to being an anti-racist individual.
- Willingness to lead the team in an equitable anti-racist manner.
- Ability to represent the needs of students and educators of color.

Qualities

- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively; ability to compile data accurately.
- Familiarity working in diverse and multicultural, and bilingual environments.
- Pass all required criminal and child abuse background checks.
- Ability to work well with limited supervision; independent problem-solving skills to handle multiple tasks and prioritize appropriately.
- Possess a valid Washington State Drivers’ license and reliable transportation.
- Proven demonstrated intellectual depth, maturity, wisdom, and mentoring skills to lead the growth of the Development Team.

Education & Experience

- Minimum of 5 years of demonstrated successful, progressively increasing achievement in fundraising and team leadership, management, and direct experience in significant major gifts campaign execution at a senior level.
- Experience raising annual budgets over $5M.
- Ability to build a culture of philanthropy across the organization (and with the board of directors).
- Direct experience launching major fundraising campaigns and taking them through all stages to completion.
- Knowledge of the local philanthropic community.
- Ability to develop work plans and manage multiple projects
- Experience managing a diverse team
- Sales experience in corporate setting is a plus
- Knowledge of the K-12 public school system is a plus

Language Skills

Additional languages besides English is a Plus
Benefits

- Medical: 100% Medical paid by Employer for staff and dependents under the age of 19
- Vacation: 2-weeks of accumulated vacation
- Sick: 2-weeks of accumulated paid sick leave
- An extra week of paid vacation in summer when the organization shuts down

Application Directions:

Apply for this position with your resume and cover letter through the job posting at https://techaccess.org/careers. In addition, please prepare and email your racial equity statement to the Attention of HR at tafjobs@techaccess.org.

Racial Equity Statement Directions:

Write a brief personal, racial equity statement describing your skills and experience engaging with issues involving diversity, racial equity, and inclusion or in advancing racial equity in organizations. This statement should not exceed 300 words.

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.