Job Title: Manager, Development/Program (Southern California Region)

FLSA Status: Exempt

Reports to: VP of Resource Development and Marketing

Works closely with: National Staff and Local Chapter Volunteers

Position Summary: The Development Manager will be responsible for securing support from stakeholder with an emphasis on funding entities. He/She/They will develop partnerships that will allow the TAA to deepen its impact, and develop support to underwrite regional strategies for program development and expansion.

Responsibilities:

- Develop and implement individual donor strategies to qualify, cultivate, solicit and steward a portfolio of up to 150 donors and prospective donors who can contribute gifts of $5,000+, with an emphasis on $100,000+, multiyear gifts.
- Identify and develop new corporate donor relationships that will provide strategic support toward TAA’s mission and priorities.
- Continuously prospect to develop new donor relationships, under the supervision of the VP;
- Receive and respond to viable inbound inquiries from potential partners;
- Prepare gift solicitation and stewardship documents, which may include writing grant proposals, grant reports, or building customized pitch decks. Also prepares briefing memos, partnership updates and communications for the VP and/or CEO as needed.
- Actively solicit donations from new donors within the region; responsible for meeting annual, personal fundraising targets in support of the TAA’s fundraising and operating goals.
- Help conceive and execute new donors’ cause marketing programs. Collaborate with internal teams—including marketing and communication—to ensure strong campaign activation across national and local levels.
- Identify opportunities and helps to streamline processes related to new individual/business relationship management.
- Represent the corporate partnerships new business function on cross-functional committees, special projects and task forces as needed.
- Utilize donor Database (Every Action) to effectively implement moves management strategies for donors in portfolio.
- Secure project and organization information and create and write effective offers, proposals and asks.
- Follow up with donors to report on how their money was used and they impact they made.
- Work with volunteer chapter members to ensure ongoing program development, implementation and expansion.
QUALIFICATIONS & REQUIREMENTS:

• Minimum of a bachelor’s degree, with at least 7 years overall professional experience, including a minimum of five years in public administration, education, development, social services, non-profits or a related field. The ideal candidate will have demonstrated management and fiscal responsibility for a complex, national non-for-profit or related organization.

• Master’s degree preferred

• Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups and identities.

• Team player with a commitment to professional development for both national and affiliate staff.

• Superior level of interpersonal, written and oral communication skills.

• Experience planning and staffing major donor events.

• Excellent user of office technology and information systems (including Word, Excel, Outlook, Power Point) and Donor Databases, preferably Every Action.

• Strong relationship-builder with a proven ability to secure donations.

• Organized, with experience in strategic and operational planning and budgeting.

• Ability to travel throughout the country on a regular basis.