



Job Title: Director of Development

Position Summary

The Director of Development is responsible for developing and implementing strategies to secure funding from foundations, corporations, and government agencies. Working together with the Executive Director and Board of Directors, the Director of Development will assist with donor relations and the financial management and strategic planning of Project Transformation Tennessee. This role requires a creative and strategic thinker with successful non-profit fundraising experience, and a proven track record in grant writing, relationship building, and project management.

Reports To: Executive Director

Supervises: Development Manager

Employment Classification: Salaried, Exempt

Work Hours: 40+ hours a week, work week typically is Monday – Friday with occasional evening and weekend events/meetings and some travel.

PRINCIPAL ACCOUNTABILITIES: This position requires daily, weekly, and monthly responsibilities that must be completed on time.

Fundraising

- Work with the Board to develop and implement an effective funds development plan that meets the organization's financial needs and incorporates a range of strategies including annual appeals, major donors, corporate and individual solicitations, and special events.
- Develop and execute a comprehensive grant-seeking strategy aligned with the organization's goals and objectives, including grant opportunities from foundations, corporations, and government sources.
- Work with the Development Manager to create and manage a grant calendar to ensure timely submission of proposals and reports. Ensure proposals meet the funders' guidelines and deadlines.
- Collaborate with program staff to gather relevant information and ensure proposals accurately reflect programmatic needs and impact.
- Cultivate relationships with and steward all grantmaking entities, while overseeing the Development Manager during the grant process. Monitor all grant contracts for compliance and impact.
- Assist the Executive Director and Board with donor relations activities, including annual campaigns.
- Oversee all fundraising events, providing event strategy and vision as well as overseeing the Development Manager, who provides highly detailed and organized event management and execution.

- Represent the organization at meetings, conferences, and events to enhance visibility and foster partnerships.
- Ensure plans, policies, and procedures related to fundraising and revenue management are maintained in writing, up-to-date, and clear for all staff.

Financial Management

- Monitor, evaluate, and report on all fundraising activities to ensure the fundraising goals are achieved.
- Develop and monitor the implementation of long-range revenue goals in conjunction with the Executive Director and Board of Directors, including setting targets for organizational growth
- In alignment with the organization's strategic plan, responsible for preparing annual revenue budget, monitoring fundraising goals to budget, financial forecasting, and cash flow.
- Work with the bookkeeper to reconcile revenue and pledge receivables, and prepare monthly, quarterly, and annual financial reports.
- Provide support to the Board of Directors' Finance Committee by providing revenue forecasting and trends as well as gift acceptance best practices
- Work with annual auditors on revenue portions of the audit and ensure compliance with accounting best-practice standards
- Initiate and oversee grant reconciliation for financial and contract compliance.

EDUCATION, EXPERIENCE AND JOB REQUIRMENTS:

- Bachelor's Degree plus 5-7 years' experience in development or related field.
- Strong interpersonal, telephone, written, and presentation skills including public speaking.
- Ability to represent Project Transformation's mission and programs to donors and volunteers; poised and comfortable in relating to a variety of people in multiple settings.
- Skilled at relationship building.
- Problem solver, self-starter who is well organized, methodical, and detail oriented.
- Ability to establish priorities, work independently, manage multiple projects, and proceed with objectives without supervision.
- Proficient at Salesforce and Microsoft Office including Word, Excel, and Outlook.
- Ability to embrace and integrate Project Transformation's core values into his/her work practices.
- Join PT staff in creating a nurturing, supportive work environment for interns, volunteers, and children.

Compensation:

- \$60,000-65,000 (negotiable based on experience)
- Benefits include Medical, Vision, and Dental Insurance covered by Project Transformation at 80%, 3% match on retirement plan (after 1st year), generous holiday schedule, and paid time off.

How to Apply:

Interested candidates should submit a resume and cover letter to Carrie Yoder at yoder@pttennessee.org

About the Organization:

Project Transformation Tennessee's mission is to transform communities by engaging children, college-age young adults, and churches in purposeful relationships.

We are a small and mighty team that works together collaboratively in support of Project Transformation's mission to transform communities by engaging children, college-age young adults, and churches in purposeful relationships. We expect our team members to be problem solvers and self-starters who are organized, methodical, and detail oriented. We work independently but depend on each other to be successful.

Project Transformation is an Equal Opportunity Employer committed to having traditionally marginalized, underrepresented voices at the center of our work. We welcome all individuals to apply and are eager to expand our organization to reflect the diversity of our community.