



Director of Development

Reports to: Executive Director

Status: Full Time Exempt

Work Schedule: Flexible. May be required to work outside of normal schedule

Purpose of Position

The Director of Development works as an integral part of the TLHFM leadership team to meet all identified goals and timelines for providing funds to support and advance the mission. This key leader works closely with the Executive Director, Board of Directors, and other staff leadership to advance the organization's goals. She or he is responsible for developing and maintaining the organization's identification, cultivation, solicitation, and stewardship of current and potential supporters.

ROLES AND RESPONSIBILITIES

Financial Development

- Develops and implements an annual financial development plan
- Provides identification, cultivation, solicitation, and stewardship of major donors
- Provides support to the Executive Director, Board of Directors, volunteers and staff in the identification, cultivation, solicitation, and stewardship of major donors
- Coordinates and ensures the implementation of e-campaigns in collaboration with the Director of Communications, including progress reports
- Coordinates other fundraising activities effectively with the Executive Director, Board of Directors, volunteers, and staff
- Coordinates effectively with Director of Communications to ensure timely development and delivery of all financial development supplies and materials
- Coordinates and writes grant and endowment requests for funds from the corporate and private sector to support programs that align with the strategic plan and/or the mission of TLHFM
- Provides campaign trends analysis and annual financial development goal recommendation to the Executive Director and Board of Directors
- Organizes and administrates special events and functions as directed by the Executive Director

Leadership

- Provides organizational leadership to ensure the coordinated planning and consistent implementation of all fundraising activities; ensures that all plans are effective and align with the mission of TLHFM
- Fosters an environment and culture that is results-oriented
- Motivates, inspires, and moves others (staff and volunteers) to achieve fundraising goals
- Identifies talent and takes advantage of each person's skills and strengths (staff and volunteers)
- Builds and maintains positive relationships with individuals and groups
- Represents TLHFM effectively in group and individual settings
- Moves groups to consensus and resolves conflicts; exhibits willingness to have difficult conversations
- Serves as the TLHFM staff liaison for financial development committees and subcommittees as well as with donors
- Reports regularly to the Executive Director on financial development progress

Fiscal Management

- Within approved budget, manages fundraising costs and income line items as adopted by the Board of Directors
- Ensures 90% collections rate on all pledged funds, within budget guidelines and standard fundraising donor recognition process. Utilizes tracking tools for goals and collections.
- Ensures that applicable grant administration requirements are fulfilled
- Manages assigned budget responsibilities related to position

Communications and Community Relations

- Develops, manages, and maintains an administrative infrastructure to track contributions, the organization's communications with supporters, and cultivation and acknowledgement of them
- Ensures that open, transparent, and positive internal and external communications are in place
- Actively listens to others and effectively interprets motivations and perceptions
- Serves as a training resource for staff and volunteers on the unique aspects of financial development
- Effectively communicates orally with staff, volunteers, donors, and the public in face-to-face, one-on-one settings, and in group settings
- Designs and implements appropriate donor recognition
- Plays a central role in building a strong presence for the mission of TLHFM in the community (local, state, and national)

Other Duties

- Other responsibilities as assigned

EXPERIENCE, QUALIFICATIONS AND ESSENTIAL COMPETENCIES

- Commitment to the TLHFM mission
- A bachelor's degree from a four-year college or university
- Extensive knowledge of fundraising practices, policies, and procedures
- 5 or more years of experience in fundraising or in a comparable role
- Proven history of meeting or exceeding fundraising goals
- Demonstrated ability to manage a variety of projects and prioritize work
- Knowledge and understanding of financials and how to maximize utilization to help TLHFM meet financial development goals
- Demonstrated ability to prepare, analyze, interpret, and present reports for internal or external use
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and make recommendation solutions in support of goals and objectives
- Excellent interpersonal, written, and oral communication skills
- Strategic and creative mindset
- Demonstrated ability to work with business, community, and public entities
- Ability to deal professionally and sensitively with a diverse audience and a wide range of contacts at different levels
- Ability to be an articulate spokesperson for TLHFM
- Knowledge of general administrative and management practices
- Knowledge of volunteer management techniques
- Ability to attract, maintain, lead, and motivate quality volunteers
- Experience and ability to succeed in a collaborative, team-based setting
- Ability to work independently as well as part of a team to achieve goals
- Superior planning and organizational skills, multi-tasking ability, and attention to detail
- Works well under pressure and meets tight deadlines
- Skilled in the use of computers and related software applications, appropriate use of social media and current technologies as well as a willingness to learn new programs and support the integration of technology as appropriate for financial development
- Fluency in MS Office, specifically Word, Excel, and PowerPoint
- Must have flexible schedule and may include some evening or weekend hours

Work Environment/Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Working conditions are normal for an office environment which includes but not limited to the following:

- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle(s) used is required.
- Occasionally required to stand; walk; sit; use hands to fingers; hand or feel objects; tools or controls; reach with hands and arms; talk and hear
- Employees may need to occasionally lift - up to 25 lbs.
- The noise level in the work environment is usually minimal

The statements contained herein reflect general details as necessary to describe the principal functions of the job, level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.

SALARY: \$70K-\$85K plus benefits

START DATE: January 2026

LOCATION: Virtual