



Job Description | Director of Development & Finance | Exempt

Are you ready to provide leadership to one of the most effective community-based change organizations in the country? The Foundation for Tacoma Students is seeking a dynamic leader to fill the role of Director of Development and Finance. This leader will support the organization in fundraising, individual giving, and effective messaging that demonstrates the impact place-based organizations are making in deep partnership and collaboration with the community in which it serves. This position will be a critical function to the organization, will be part of the executive leadership team and will be charged with supporting the organization in securing the funding needed to sustain the work of the organization.

About the Foundation for Tacoma Students

The Foundation for Tacoma Students (FFTS) plays a unique role in supporting the Graduate Tacoma community-wide movement. The Graduate Tacoma movement comprises more than 350 community partners that span the entire education ecosystem. We are parents and educators, early learning and higher education, business and labor, youth and community service, civic and philanthropy, local government and communities of faith. The Foundation for Tacoma Students and the Graduate Tacoma community movement believe in a Tacoma where every child succeeds in school, career, and life.

As the movement's 501(c)3 backbone organization, FFTS helps align organizations, institutions, and individuals around positive outcomes for students. We do this by connecting and convening partners and stakeholders, leveraging data transparency and analytics to inform decisions, supporting scalable professional development and continuous improvement processes, aligning funding and resources to deepen what is work and to catalyze new emerging practices, and centering policy and advocacy in all we do to create a more equitable and sustainable system for all.

While monitoring and communicating the ongoing progress of students in our region, the Foundation is now turning its attention to the community's next ambition for our community's kids. The Foundation is actively involved in strategic planning, pivoting to focus supporting students to earn a degree, technical certificate, or gain a good-earning wage employment opportunity within six years of high school graduation.

The Director of Development and Finance manages and directs fundraising activity for the Foundation for Tacoma Students that support the sustainability of the organization's fiscal health annually. In partnership with the executive director and development advisory board, the director builds relationships with community stakeholders to secure funding critical to helping young people in our community discover and achieve their highest ambitions.

Position Description

919 South 9th Street | Tacoma, WA 98405 | (253) 272-1600 | hr@graduatetacoma.org

The Foundation for Tacoma Students does not discriminate against any applicant because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, marital status, or sexual orientation in hiring, training, termination, recommendations, rates of pay, or other terms and conditions of employment.

The Foundation for Tacoma Students seeks a Director of Development and Finance to lead and manage fundraising for the Foundation for Tacoma Students. As a critical partner to the executive director and development advisory board, and member of the Foundation's executive leadership team, the Director of Development and Finance will manage relationships with donors to secure funding in support of the mission and goals of the organization.

The Director of Development and Finance will be supervised by the Executive Director and will be focused in two main areas:

I. Cultivating and securing major gifts, annual gifts and planned gifts from existing donors.

This list of existing donors will require facility with organizational grantmaking, annual giving campaign development as well as major gift solicitation. The Director of Development and Finance will need to collaborate with other FFTS team members in order to gain contextual knowledge and wherewithal for existing relationships with donors. The Director of Development and Finance will also need to source prospective donors in alignment with the strategic strategies of our organization, and cultivate donor stewardship.

II. Strengthening and management of the finance department to align all fundraising efforts in support of organizations overall budget.

The Director of Development and Finance will support the executive director to ensure the organization's long-term financial health and growth. Managing the key functions of the organizations' finances are efficient and effective and meet the annual budget guidelines as determined by the Executive Director and Board of Directors. The Director of Development and Finance will need to ensure systems and processes are consistent and efficient to support the management of budget management for the organization.

Detailed Duties and Responsibilities

The Director of Development and Finance will directly support the Executive Director in the following areas:

- fundraising to support the organization's mission & strategy
- supporting the Deputy Director who oversees operations, ensuring department budgets and fundraising efforts are aligned and meet the development and finance department process standards
- providing thoughtful considerations to what is feasible to invest in and what will require strategic fundraising to achieve the organization's goals
- writing projects, including concept papers, reports, grant applications, to meet annual budget
- supporting the implementation of the organization's large-scale signature events

Critical Areas for the Director of Development and Finance

I. Cultivating and securing major gifts, annual gifts and planned gifts from existing donors.

- Connecting with FFTS donors and stakeholders, while conducting new donor qualifications
- Focusing on identifying, cultivating, soliciting, negotiating, and stewarding prospects who are capable of making sizable gifts
- Manage a portfolio of 50-100 prospects

919 South 9th Street | Tacoma, WA 98405 | (253) 272-1600 | hr@graduatetacoma.org

The Foundation for Tacoma Students does not discriminate against any applicant because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, marital status, or sexual orientation in hiring, training, termination, recommendations, rates of pay, or other terms and conditions of employment.

- Working collaboratively and strategically with the FFTS Executive Director
- Transacting at least 100 substantive contacts each year with prospects
- From these interactions, identify gift and resource prospects. Then develop and implement a solicitation strategy for each assigned gift prospect
- Submitting 12-20 proposals annually requesting gifts of \$25,000 and above
- Maintain a “Top 25” pool of prospective major gift donors who will be solicited in the next 12-18 month period
- Lead and inspire the development committee to connect the organization to resources
- Prepare written proposals, informational materials, endowment agreements, gift illustrations and other materials needed to secure gifts and resources
- Provide regular updates to the Executive Director on gift progress and critical prospect moves
- Coordinate and manage regular interactions between the Executive Director and key donors and stakeholders

II. Strengthening and management of the finance department to align all fundraising efforts in support of organizations overall budget

- Effectively managing the processing, analyzing, and preparing of finance and budget reports for operational decision-making of the organization
- Coach and lead the finance team to accurately tracks and measure efficacy of the organization’s budget and strategize improvement processes to support the sustainability of the organizations budget
- Work closely with the Deputy Director of the Foundation for Tacoma Students who oversees the division of operations for the organization, as well as support staff in different divisions with the necessary tools for budget management, as to support the organization’s effective budgeting process.
- Work to proficiently plan, account, track, and properly budget all finances within the organization and provide recommendations and guidance on how the organization should more efficiently track and manage its budgets
- Support the Executive Director, Development Advisory, Finance Advisory and full Board of Directors in making wise investment decisions

Experience and Competencies

- A bachelor’s degree and 3-5 years of progressively responsible experience in development/advancement, with an emphasis on cultivating and soliciting major gifts. Equivalent experience may substitute for development experience.
- Solid computer skills, including proficiency working with relational databases and Microsoft Word and Excel for the generation of correspondence, special reports, spreadsheets, and forms.
- Fundraiser Donor Focused: Establishes, cultivates and stewards strong relationships with donors and friends to build and maintain trust.
- Planning & Implementing: Develops fundraising strategies and plans that integrate into the organization’s mission, priorities and goals.
- Core Effective communications: Expresses oneself clearly and empathetically in interactions with others in all forms of communication, i.e., verbal and written, one-on-one and group, etc.
- Interpersonal Awareness: Builds and maintains positive relationships and actively contributes as a member of working teams to achieve results.

919 South 9th Street | Tacoma, WA 98405 | (253) 272-1600 | hr@graduatetacoma.org

The Foundation for Tacoma Students does not discriminate against any applicant because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, marital status, or sexual orientation in hiring, training, termination, recommendations, rates of pay, or other terms and conditions of employment.

- Professional Credibility: Takes responsibility for meeting goals, objectives, obligations, and solving problems while representing the mission, vision and values of the organization.
- Critical Thinking: Obtains, analyzes and evaluates information effectively in the face of ambiguity. Makes appropriate decisions based on relevant information and experience.
- Ethics and Trust: Models and upholds the values of candor, openness, inclusiveness and honesty despite internal and external pressures. Acts consistently with Washington State ethical guidelines and organizational core values and beliefs.
- Valuing Diversity & Inclusiveness
- Conflict Resolution: Works to resolve conflicts and differences through dialog and open communication in a timely manner. Sees every difference as an opportunity for growth and change.

Desired Skills and Achievements

- History with scholarship fundraising
- Community aligned fundraising
- Demonstrated winning large funding proposal
- Management of organizational finance and budget processes
- 5 + years of demonstrated achievement in major gifts fundraising. Deep understanding of the fundraising process and the continuum of donor engagement
- Understanding of the Foundation for Tacoma Students, the Graduate Tacoma Movement, and the history of the organization in the Tacoma community.
- Knowledge of the Tacoma community and its funders
- Experience working in a small non-profit setting and facility with navigating change
-

Compensation

The hiring range for this position is considered a Scale 4 and ranges from \$80,000 - \$100,000. Salary for the job is commensurate with experience. This position offers a competitive benefits package.

How to Apply

Please email a Resume and Cover Letter to Human Resources at hr@graduatetacoma.org using the subject line “Application for DIRECTOR OF DEVELOPMENT & FINANCE – YOUR NAME.” **No phone calls, please.**

Our Vision: A Tacoma where every child succeeds in school, career, and life.

Our Mission: To build and strengthen Tacoma’s community-wide movement to help every child achieve success from cradle to college and career.

919 South 9th Street | Tacoma, WA 98405 | (253) 272-1600 | hr@graduatetacoma.org

The Foundation for Tacoma Students does not discriminate against any applicant because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, marital status, or sexual orientation in hiring, training, termination, recommendations, rates of pay, or other terms and conditions of employment.