

TFF JOB ANNOUNCEMENT

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| Job Title: | Development Manager |
| Reports To: | Executive Director |
| FLSA Status: | Exempt, Full-Time |
| Salary Level: | Manager |
| Last Updated: | July 2020 |

ORGANIZATION OVERVIEW

Toxic-Free Future (TFF) is a national advocacy organization working at the state, federal and consumer levels to reduce or eliminate toxic chemicals that harm our health and the environment. TFF believes everyone has a right to a healthy and toxic-free environment, especially disproportionately impacted Black, Indigenous and people of color (BIPOC) communities, and workers most impacted by the production, use, and disposal of toxic chemicals. TFF takes on reforming flawed systems and wins policy and market change that protects the most vulnerable. We are a growing organization with a passionate, collaborative and dedicated staff.

POSITION SUMMARY

The Development Manager (DM) is primarily responsible for raising funds from individual donors. This is a critical role that supports TFF's ability to fulfill our mission. The DM coordinates and implements TFF's individual and major donor program and builds our base of support by recruiting donors at all levels using a variety of approaches. The DM is in charge of the donor database ensuring records are accurate; understands how to analyze donor lists and implement strategies for growth; creates and manages a system for tracking moves of donors and portfolios; and, creates content for communications with donors and potential supporters.

The Development Manager reports to the Executive Director, works with multiple teams to maximize fundraising opportunities, and works with very limited supervision.

CORE RESPONSIBILITIES

Direct Fundraising and Systems Management

- Implement TFF's annual development plan with a priority on growing mid and major donors.
- Work with Executive Director, staff and board and our networks to identify new prospects, steward existing donors, and solicit support to increase revenue year over year.
- Support the Executive Director, other staff and Board members with their portfolio of donors.
- Manage gift entry (TFF uses Salesforce), acknowledgement and stewardship processes.

- Maintain accurate donor records and day to day tracking of correspondence with donors; monitor metrics and prepare analyses of fundraising campaigns through Salesforce.
- Design and build systems and processes to ensure the efficient work of the development program, such as tracking moves of donors.
- Work with the TFF Salesforce database administrator to keep it maintained.

Development Planning and Leadership Engagement

- Work with the Executive Director, staff and board to develop, implement and manage the annual development plan and timeline and create a culture of fundraising in the organization.
- Report regularly to the Executive Director and Board on fundraising activities and progress against goals.
- Work with Executive Director and Finance Director to create the annual development budget; participate in monthly budget meetings and review financial reports.
- Develop and maintain relationships with the Board of Directors, key stakeholders and community leaders.
- Staff the Board Development Committee and lead regular Development meetings with all staff.

Communication

Works with the Communications Director to:

- Create and manage the annual development communications calendar.
- Assist with the development and dissemination of marketing and promotional materials, postings on social media and organizational newsletters.
- Proactive approach to developing content.
- Write and generate content to build supporter lists, write and manage appeal letters, Executive Director updates, e-newsletters, videos, emails, case statements, and invitations to events.
- Navigate the Salsa Engage advocacy and communications software.
- Develop and execute online strategies to attract new supporters and engage existing supporters.
- Create social media to accompany and support special fundraising drives.
- Perform other related duties as requested.

CANDIDATE CHARACTERISTICS & QUALIFICATIONS

- Passionate about the mission and programs of Toxic-Free Future.
- Knowledge of the nonprofit advocacy sector.
- Bachelor's degree with 3-5 + years of development or related experience preferred.
- Motivated, entrepreneurial, confident, organized, flexible, collaborative and comfortable working in a fast-paced setting.
- Excellent interpersonal, verbal and writing skills.
- A successful track record of raising gifts from a variety of sources.
- Experience working collaboratively and effectively with staff, Board members, donors and volunteers, including staff working in other offices around the country.
- Committed to collaboration and inclusivity.
- Experience using Salesforce, Salsa, Action Network or similar programs.

EQUAL OPPORTUNITY EMPLOYMENT, EQUITY AND INCLUSION

TFF is committed to providing an inclusive environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, political affiliation, amnesty or status as a covered veteran, in accordance with all applicable federal, state and local laws. TFF believes that diversity and inclusion are critical to our success as an advocacy organization working to protect the health of all citizens from harmful chemicals. TFF seeks to recruit, develop and retain the most talented people from a diverse candidate pool, and foster an inclusive environment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

COMPENSATION

This is a full time, exempt position with a salary range of \$60,000 - \$70,000 annually. TFF offers a generous benefits package including 100% paid employee Gold-level medical insurance, dental, disability and life insurance, a monthly wellness program, 15 days of vacation in the first year (and increasing thereafter), and 2% employer contribution to a SIMPLE IRA retirement plan after one year.

HOW TO APPLY

Please submit a cover letter and resume to jobs@toxicfreefuture.org

PHYSICAL DEMANDS/WORKING CONDITIONS

While performing the essential functions of this job, the employee is frequently required to stand and walk for extended periods of time, climb and descend stairs, and lift and carry up to 20 lbs. Some of this position's work is conducted outside the office, so the employee must be able to drive and own a reliable means of personal transportation, and carry and operate laptop computers, cell phones and other portable electronic devices. The employee must also have the ability to travel by airplane, train, shuttle and other means of shared or public transportation. The employee must also be able to operate general office equipment, and speak and listen extensively both in person and by telephone. Written and spoken fluency in English is required.

This position description generally describes the principal functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.