



Job Title: Director of Development

Supervisor/Reports to: Executive Director

Average Hours/Week: Full-time/Hybrid available

Position Description: The Director of Development is responsible for coordinating and implementing all fund development efforts to support the organization's mission, including special events, appeals, social media fundraising, foundations and grants, new and existing donor communication and engagement, corporate and individual giving; as well as working to ensure ongoing and strategic communications that elevate our donor profile with the media.

Role and Responsibilities:

- Create and launch annual keystone fundraising event, support biennial Sorrow to Strength event planning, as well as a strong and well-planned annual Giving Tuesday Campaign
- Chair TSC Fundraising Committee
- Manage Bloomerang, TSC's web-based donor database, to ensure accuracy and consistency as well as utilization of features to assist with targeted giving. Generate reports as requested.
- Manage direct mail, email and social media campaigns, including drafting appeal letters and emails, and printing/distribution.
- Manage the gift management process, including gift data entry, gift acknowledgment, recognition (to include web-based recognition), stewardship, and reporting processes.
- Work collaboratively with the Executive Director to implement strategic communications via email, social media, media outlets, newsletter contributions, and direct mail.
- Foster increased volunteer engagement and donor cultivation.
- Manage TSC's enrollment and participation in the Combined Federal Campaign, and any other workplace giving campaigns; represent TSC at community/stakeholder events or conferences, as needed
- Ensure TSC's publicity/donor outreach materials and collateral are aesthetically pleasing, compelling and up to date
- Identify potential large and small grant funders, research, write, and assemble proposals for new and returning funders.
- Responsible for tracking potential and secured funders and grant reporting deadlines.
- Cultivate trust-based relationships among foundation, individual and corporate giving prospects.
- Work with the Executive Director to design, implement and evaluate all fund development efforts, including grant applications, special events, individual giving, and appeals.
- Develop a yearly schedule for development activities, including events, community activities, and appeals in conjunction with the Executive Director.
- Responsible to craft social media donor engagement plan and posts that amplify TSC presence, branding and credibility and ultimately support increased fundraising efforts

Preferred Qualifications Include:

- Bachelor's degree with demonstrated development experience, including managing donor databases, direct mail appeals, grant writing, corporate and individual giving and special events
- Proven experience raising funds for non-profit organizations.
- Superb organizational skills with attention to detail and accuracy.
- Ability to manage multiple deadlines and tasks and balance competing priorities.
- Excellent communication skills, both oral and written.
- Highly passionate about the TSC mission
- Enjoy working with people and value the role and input of volunteers.
- Possesses a high degree of initiative, a competitive drive that refuses to miss goals or deadlines balanced with an ability to work well in collaborative, team-oriented settings
- Willing to take on any duty as assigned that advances the TSC mission
- Superb working knowledge of Microsoft Office, social media platforms (Facebook, Twitter, Instagram, TikTok), Constant Contact, Donor CRMs (such as Bloomerang), Canva and WordPress.

To apply, please email your resume and cover letter to zcahalan@trucksafety.org. Applications will be reviewed on a rolling basis with a preference to fill the post within 30-45 days from date of posting

The salary range for this position is competitive, \$60,000-\$75,000 commensurate with experience. TSC offers health benefits and 403(b) retirement account services.

TSC is an equal-opportunity employer. We welcome applicants without regard to race, religion, sexual orientation, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.