



# DEVELOPMENT MANAGER

## Job Description

### Summary of Organization

Terra Firma National, a nonprofit organization, promotes a compassionate and effective approach to meeting the most pressing healthcare, social, and legal needs of unaccompanied immigrant children and asylum-seeking families through an innovative and holistic model of care. The goals of this model are to improve medical, mental health, and legal outcomes, as well as to promote resilience and help children and families reach their full potential. Terra Firma National seeks to develop a network of programs across the country, strengthen advocacy, drive child-centered policy, and pioneer critical research about the needs of this vulnerable population.

### Summary of Position

Terra Firma National is seeking a full-time Development Manager. This new position will oversee all fundraising activities and assist with communication strategy. The Manager will report to and work closely with the Executive Director and Board of Directors. This position will also work closely with key staff to ensure organizational needs are met in support of our mission. This position will be remote with in-person events and meetings in the New York City area, as needed.

### Primary Duties & Responsibilities

- Develop, implement, and manage fundraising strategies and an annual fundraising plan.
- Develop a fundraising events calendar.
- Research, cultivate, solicit, and steward former, current, and prospective individual, foundation, and corporate donors. Develop grant proposals and timely reporting.
- Identify local, state, and federal government grant opportunities and coordinate proposals and reports.
- Track, manage and ensure the timely completion of funder deliverables.
- Utilize the CRM software to track donations, steward donors, and inform fundraising strategies.
- Ensure acknowledgement and recognition of all donors in a timely manner.

- Work effectively with the Board of Directors to enhance fundraising and visibility of the organization. Attend board meetings as needed.
- Assist the Executive Director and Chair of the Board with preparation for board meetings and meetings with funders.
- Assist in the development of a communication strategy, including newsletters, impact reports, press releases, social media, and other targeted communications to educate and engage the TF donor community.

## **Qualifications**

### ***Education & Experience***

- Bachelor's degree (at minimum)
- Have 5+ years of development experience
- Demonstrated track record as a successful development professional with knowledge of all aspects of fundraising and stewardship.
- Strong written and oral communications skills, including exceptional grant-writing abilities.
- Ability to cultivate effective relationships with stakeholders, staff, board members, and donors.
- Well-versed in CRM management. (TFN uses Kindful.)
- Strong time management skills and ability to establish priorities and meet deadlines.
- Highly organized, detail-oriented, and reliable.
- Respect for the racial, ethnic, cultural, and class differences of all clients, staff, and donors.

### ***Personal Characteristics***

- **Behave Ethically:** Understand ethical behavior and business practices and ensure that one's own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Stakeholder Needs:** Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.



- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Salary is in the range of \$85,000, depending on experience. Employment benefits include but are not limited to:

Health Insurance

Dental Insurance

Life Insurance

Long-Term Disability

Flexible Spending Accounts (Health Care/Dependent Care)

Retirement Plans

TransitCheck Pretax transit benefits

Pretax parking benefit

Vacation, Holidays, Sick Leave

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*