

# Development Manager

**Triangle Family Services (TFS)** is a small-but-mighty nonprofit human services agency with an 80-year history of serving families in crisis in Wake County and surrounding communities. Our life-changing programmatic work includes trauma-focused mental health services, domestic violence interventions, supervised visitation, homeless engagement and financial counseling. In support of our strategic plan to further diversify our revenue streams and to increase our individual giving portfolio, we are expanding our **Development Team** and have an immediate opening for the Development Manager position, reporting to the Director of Grants and Major Gifts.

## **Main Responsibilities (including but not limited to):**

- Provide critical support and organization to the Director, CEO and Board of Directors as well as the agency's Impact Planning Team.
- Coordinate Board and Committee meetings, activities and documents.
- Plan and execute the agency's signature fundraising events.
- Manage the agency's website and social media presence.
- Acknowledge donor gifts and cultivating individual donor relationships.
- Lead the annual appeal and other fundraising campaigns.
- This position does not supervise other employees but will occasionally coordinate volunteers.

## **The ideal candidate will have:**

- A minimum of 3 years of experience in nonprofit development/administration or an equivalent role.
- Possess excellent communication and project management skills.
- Demonstrate the ability to maintain composure and discretion in challenging situations.
- Proficiency with Raiser's Edge NXT a plus.

Starting salary range: \$45-50,000 with a full benefits package.

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Furthermore, TFS identifies diversity as one our core workplace values.

TFS is a family-friendly workplace that offers flexible scheduling options and remote work arrangements during COVID-19. This position will function in a fast-paced environment that requires both independence and collaboration; TFS identifies teamwork as one of our core workplace values. Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.

If this sounds like the right fit for your personality, skill set and professional pursuits, **please send your resume and cover letter to [resume@tfsnc.org](mailto:resume@tfsnc.org), with the name of the position in the Subject Line.** We look forward to hearing from you! Please note that TFS reserves the right to modify titles, scopes of work and salaries included in offers of employment in alignment with the skills and strengths of applicant finalists.

Our benefits include medical coverage through United Health Care and ancillary coverage through MetLife including dental, vision, short- and long-term disability and life insurance. TFS pays for the employee's ancillary coverage. Employee pays a minimal biweekly cost for medical coverage. There is a TFS 403b plan (similar to a 401k) available. The agency closes for ten (paid) holidays throughout the year. Three weeks of PTO are made available to regular full-time employees at the beginning of each calendar year (pro-rated according to start date). There is a 90-day waiting period for planned PTO after hire.