



Position Title: Director of Development

Reports to: CEO

FLSA Category: Exempt

Overview of Organization & Position

Since 1937, Triangle Family Services (TFS) has served as the place to turn for innovation and solutions for families facing crisis. TFS accomplishes its mission of, “Building a Stronger Community by Strengthening the Family”, through its three core program areas including, Family Safety, Financial Stability and Mental Health. Serving more than 2,000 families annually, with a 90% success rate, and 71% of our client base living below the federal poverty level. Families experiencing crisis seek TFS’ trained, accredited, and credentialed staff that provide critical financial, mental health and abuse intervention services. As TFS’ experts delve deeper into each family’s case, it is often found that there is a need to provide them with a comprehensive suite of services, which enables our community to thrive and prosper. Visit www.tfsnc.org for more information.

Position Summary

The Director of Development will be instrumental in helping to lead the organization to meet its current annual fundraising goals while growing and diversifying its funding base. This person will oversee and manage day-to-day development operations while engaging staff and board in expanding revenue streams to support new initiatives. They will be responsible for growing the foundation portfolio and expanding its major donor program.

Development is composed of fundraising, events, and data management. The Director of Development will work in conjunction with the CEO and leadership team to organize and coordinate the implementation of a strategic approach to fundraising which includes corporate donations, an annual campaign, direct mail activities, special events, social media, and in-kind resources. The Director will;

- The Director of Development works closely with the CEO and Board of Directors in development endeavors.
- Provides leadership support to the senior leadership team in implementation of outreach for program marketing and development activities.
- The Director of Development plays an active role in marketing and external relationships initiatives as part of a collaborative approach to advancing community-wide awareness of and support for the organization.
- Collaborates with the CEO to execute a fund development plan that increases revenues to support Triangle Family Services
- Implement the fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that fundraising goals are being achieved

Development

- Support the mission and values of Triangle Family Services and ensures policies and procedures are adhered to
- Work with the CEO to develop annual revenue goals and plans to diversify and increase the organizational budget through a comprehensive development strategy to include foundation and



individual donors (major donors, smaller-level donors, online, etc.), as well as other appropriate sources

- Lead and engage the senior management team in developing effective messages for new and broader donor audiences
- Help to support and mentor CEO, Board, Leadership and staff in their development efforts.
- Coordinate, and execute fund development special events
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund-raising processes are carried out in a timely manner
- Coordinate corporate, community, and individual prospects for the organizations fundraising priorities
- Coordinate a fund development plan in collaboration with organization leadership to support and implement the strategic priorities of the organization
- Coordinate internal/external communications
- Coordinate activities of special fundraising campaigns of the organization
- Furnishes regular reports and other information regarding the status of events and giving, as needed and/or directed
- Manage data input for key performance indicators

Foundations

- Lead efforts to identify and secure new foundation support, including outreach and substantive presentations to prospective funders about the organization's current programs and future projects
- In conjunction with the Finance team coordinate, develop, and track budgets for existing and proposed grant projects
- With the CEO, maintain and strengthen relationships with current foundation funders and cultivate new foundation donors
- Oversees the organization's grants process to include grant writing , report writing and submissions process and coordinates the process of tracking timelines.
- Works closely with the Chief Programs Officer and relevant staff

Individual and Major Donors

- Lead efforts in identifying and securing new donors at all levels
- With the CEO and other relevant staff, maintain and strengthen relationships with current donors to increase gift size, frequency, and retention through donor events, social media, online and direct mail streams, and informal communication
- Support CEO, Leadership, and the Board in their efforts to build and strengthen donor and prospect relationships and soliciting gifts

Events

- Coordinate fundraising events, special projects, yearly fundraisers and support third party fundraising events
- Help execute communication and media relationships for the promotion of fundraising, events, and successes

Experience, Skills and Education

- Passion for Triangle Family Service's mission of strengthening families and communities.
- Alignment with the organizational culture and values.
- Bachelor's degree or equivalent experience



- 2-5 years of proven successful fund development experience and event planning and management.
- Positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Experience communicating with, influencing and engaging partnerships, prospects and donors, and demonstrated success in event planning.
- Excellent verbal and written communication skills
- Demonstrated ability to think strategically and understanding of strategic fund development.
- Excellent organizational skills and detailed oriented
- Work well with a team as well as alone, with little supervision and being held accountable for results.
- Work well under time pressures and meet tight deadlines.
- Proficient in internet navigation, MS Office software and social media.
- Experience with donor and event management databases a plus, ex. Raiser’s Edge
- Calm demeanor and must be comfortable communicating and working with diverse populations and clients.

Working Hours/Conditions

Onsite, Full-time 40 hours per week Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks may be required. Work schedule may involve occasional evening and weekend hours.

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

TFS requires all employees to be fully vaccinated against COVID-19, where allowed by state or local law unless approved accommodation is applicable.

This is a unique position for a development professional seeking an opportunity to work at a leading and growing nonprofit. This position will require entrepreneurial thinking and a good temperament. TFS is seeking a team-oriented person to join our excellent staff, and stakeholders. 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.

To apply please submit resume, cover letter, and salary requirements to resume@tfsnc.org