



The Common Place seeks to offer holistic care to the children and families of Southwest Philadelphia. Located at the corner of 58th Street and Chester Avenue, we are a shared space allowing various organizations to come together to meet educational, spiritual, and social support needs. With an arts-based after-school enrichment program, numerous other programs, two worshiping communities, social services, and community events, The Common Place is a sacred space to do life together. We stand with the Southwest Philadelphia community in supporting youth and inspiring them to reach their highest potential. Learn more at www.thecommonplacephilly.org

POSITION: Director of Development

REPORTS TO: Executive Director

STATUS: Part Time

PREPARED DATE: November 2019

JOB SUMMARY:

TCP seeks a highly skilled manager to join our team and serve as a Part-Time Development Director (PTDD). Under the direction of the TCP Executive Director, the Development Director is responsible to ensure resources are available to support the TCP's mission. The PTDD manages three major activities:

- Implement a development strategy to secure resources for TCP's programs and innovative approaches to enhance the educational and development opportunities for our neighborhood youth
- Source/write grants, continue to engage our existing donors and source new potential funders (annually raise about \$400,000)
- Continue to coordinate TCP's Educational Income Tax Credit (EITC) program (annually raise about \$200,000)

This is a part-time position; we expect at least 25 hours of work each week. Most can be remote but part of one day per week should be spent at TCP with occasional nights and weekends.

QUALIFICATIONS:

- Qualified candidates should hold a bachelor's degree in related fields, with excellent technical writing skills.
- Excellent written and verbal communication, strong researching, interpretation, analyzing and grammar skills are needed.



- Three to Five years fundraising experience
- Proficient in Microsoft Word, Excel, Power Point;
- Knowledge and interest in social media including Facebook and Twitter
- Self-motivated, organized, detailed oriented, and goal driven
- Experience in an educational setting is a plus, but not required
- A proven track record of achieving measurable results
- Experience managing projects and organizational coordination.
- Excellent oral and written communication skills
- Unwavering commitment to students' success and belief in The Common Places' mission
- Flexible with time; includes hours in the office and occasional nights and weekends

RESPONSIBILITIES:

- Utilize existing Director of Marketing & Fundraising Administration to further the fundraising mission of TCP
- Partner with staff and Resource Development Committee to identify potential donors
- Manage successful implementation of communications strategy targeting donors including social media, website, newsletters, and the like.
- Develop meaningful reports to program goal achievement.
- Serve as a point person for development inquiries.
- Communicate TCP's mission to potential donors and key influencers
- Leading in the effective implementation of a variety of fundraising activities, including preparation of high-quality proposals, grant reports and donor communications, execution of fundraising events, etc.
- Support new program innovation opportunities and related funding
- Work with Executive Director, staff and key Board members to secure donor gifts.
- Manage donor correspondence and acknowledgements.
- Manage periodic fundraising and program events.
- Lead fundraising for special projects and initiatives as needed
- The Director's goal will be to continue to find sources for TCP's current \$600,000 annual funding requirement, this requirement continues to grow annually
- Perform other duties as assigned.

ALL EMPLOYEES MUST BE ABLE TO OBTAIN A PA CHILD ABUSE CLEARANCE, PA CRIMINAL CLEARANCE, AN FBI FINGERPRINT CLEARANCE, AND COMPLETE A MANDATED REPORTING TRAINING



What We Offer:

We offer an opportunity to make a difference in an established environment committed to effecting change in the youth of Southwest Philadelphia. The programs and initiatives of TCP are staffed by committed and talented individuals who have the passion, drive and skills necessary to fulfill our mission. We are an Equal Opportunity Employer, that appreciates and values individual differences and welcomes diversity. We are committed to promoting an inclusive organizational environment of dignity and respect.

If you are interested this opportunity, please send your resume, cover letter and salary requirements to;

Peter W. Grim
Executive Director
The Common Place
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Peter.grim@thecommonplacephilly.org