

Tidewater Friends of Foster Care
Development Director
Job Description
Salary Range: \$65,000-\$80,000

Job Description

TITLE: Development Director

REPORTS TO: Executive Director & TFFC Board

LOCATION: 999 Waterside Dr. STE 103, Norfolk VA, 23510

STATUS: Full-Time (40 hours per week), Non-Exempt

COMPENSATION: \$65k-80k/yr, based on performance

BENEFITS: None except PTO for All Norfolk City Holidays + up to 15 vacation days

START DATE: March 2023

CLASSIFICATION: Non-profit

SUPERVISES:

Overview

Tidewater Friends of Foster Care is looking for a full-time Development Director for our Norfolk, VA based organization who is brilliant at prioritizing, communicating, getting tasks done and excited to grow within our non-profit. We are currently a small team of 7 staff members, who work cooperatively to fulfill our mission. The Development Director will lead and execute a multi-channel development plan in cooperation with the Executive Director and Board of Directors to raise \$2M+ in revenue each fiscal year. Channels include (but are not limited to) individuals/major gifts, corporate solicitations, public and private grants, and special events (specifically the annual fundraising gala).

Background on TFFC

Through community partnership, Tidewater Friends of Foster Care works to raise public awareness of the needs of youth in foster care, as well as provide resources to ensure that their time in care provides foster youth with an opportunity to grow and thrive.

Our mission is to recruit new foster families and support existing children and families in foster care by providing the following support: Outreach, Tutoring, Extracurricular Activities, Birthdays + Holidays, and Camperships.

We offer our services free of charge to the families and the local Departments of Social Service that we form agreements with. In order to continue to expand and offer this support to foster youth across the state, we look for new funding avenues including individuals, private and public foundations and corporations.

Ideal TFFC Team Members are

- Excited to learn about and contribute to our mission
- Committed to doing excellent work, following through, working collaboratively, and taking ownership of projects they're leading
- Detail-oriented, have excellent communication skills and manage their time effectively
- Open to feedback, willing to ask questions, and have honest/awkward conversations
- Flexible, solution-oriented, and have a "let's figure it out!" attitude

Primary Responsibilities

- Cultivate, solicit, and steward a portfolio of major individual and institutional donors (ranging from \$5-\$250k per year)
- Spearhead the annual fundraising gala
- Develop grant solicitations in cooperation with Programs staff to fund specific efforts
- Execute broad-based fundraising efforts (direct mail, telefunding, etc.)
- Manage development database tools and maximize usage of its utilities
- Develop contributed revenue budget in cooperation with the Board of Directors
- Manage any direct reports executing development activities (e.g. grant writers, event staff, volunteers)
- Manage marketing activities in cooperation with Program staff (social media, e-blasts)
- Engage in strategic planning activities as deemed necessary by the Board of Directors

Qualifications

- Genuine passion for child welfare and the various stakeholders (foster youth, foster parents, biological parents, agency workers, etc.) in the child welfare system
- 5-7 years of experience in fundraising, community development, and/or nonprofit management – combination of formal education and professional experience preferred
- Strong interpersonal skills – comfortable starting and stewarding numerous and varied relationships and being one of the “faces” of the organization
- Experience writing grants (including government and multi-year proposals)
- Proficiency with CRM systems – detail orientation with all data entry and management
- Proficiency with Microsoft Office
- Ability to work nights/weekends as needed
- Deadline and task oriented

We are an organization that highly values diversity, equity, and inclusion. We encourage Black, Indigenous, Latinx, Asian, LGBTQIA+ and those who hold marginalized identities not listed to apply, even if you don't think you fit 100% of the criteria. **Candidates with direct experience in child welfare (agency workers, CASAs, foster or adoptive parents, biological parents, etc.) are strongly encouraged to apply.**

Next Steps:

If interested, please fill out this [form](#) and send your resume and three references to office@tidewaterffc.org with the subject line: Development Director 2024 by February 29th, 2024 at 11:59pm EST.