

**Position Title:** Development Director

**Department:** Development

**Reports To:** Executive Director

**Position:**

The Development Director provides leadership and management of the direction, planning, and execution of all fundraising and donor development activities. Development strategies will include the following; donor cultivation, campaigns, grants, events, and volunteer management.

All development strategies must consistently convey and adhere to the mission of Talk About Curing Autism (TACA).

**Direct Responsibilities:**

- Develop and implement strategic development plan for TACA and present strategy and update on development efforts at quarterly board meetings.
- Plan and administer the fundraising budget.
- Plan, develop and execute strategies for obtaining private donations; identifying, cultivating and soliciting major gift prospects (individuals, corporations and foundations).
- Work with Chapter & Program Director on development opportunities and activities.
- Oversee, manage and/or plan special events including fundraising committees.
- Manage annual and special campaigns, corporate and foundation support, planned and major giving.
- Identify potential contributors to ongoing programs and special projects through examination of past record of contributors and knowledge of community.
- Coordinate potential grant opportunities with grant contractor, administer new grants and provide required follow up reporting.
- Work with Database Manager on the donor portion of TACA's database and donor acknowledgement letter activities.
- Work in conjunction with Communications Team to develop annual marketing and communications plan as it relates to development.
- Responsible for collaborating on the creation and editing of the TACA website and other publication's content as it relates to fundraising and donor acknowledgement ensuring that the information is timely and up to date including online annual reports.
- Manage donor recognition and ensure that all donations, in kind gifts are acknowledged, tracked and reported in a timely manner.
- Be a spokesperson and liaison within the community and attend community events.
- Update and manage out-facing web portals such as: Guidestar, Great Non-profits, OC Community Foundation Non Profit Central, etc.
- Directly supervises growing Development team (positions included, but not limited to corporate, grant, general development, events, etc.).
- Other duties as assigned.

## **Critical Minimum Qualifications, Education and Experience**

- Bachelor's degree with a minimum of three to five years of proven experience in direct fundraising.
- A minimum of three to five years of proven experience in management experience overseeing staff and contractors.
- Highly motivated self-starter, a hard worker with a high energy level; a "doer" with a willingness to work hands-on in developing and executing a variety of development activities.
- Possess ability to be flexible and work on multiple projects simultaneously, set priorities, and meet short deadlines with limited supervision.
- Demonstrated experience in managing and implementing a comprehensive fund development plan with a focus on events, campaigns, grants, major gifts and year end efforts with proven results.
- Outstanding oral and written communication skills with experience in development, marketing-related writing.
- Ability to articulate effectively, credibly and passionately the story, vision, mission and needs of TACA. Competency to present information, answer questions and talk informatively. Understanding of Autism preferred, but not required.
- Ability to work an extended event day with the capacity to stand and walk for long periods of time.
- Excellent organizational skills with a focus on attention to detail. Works well independently and in a group setting, a true team player.
- Superior interpersonal skills with the ability to project professional competence, leadership capability and personal maturity.
- High level of proficiency in basic computer programs and relevant software applications such as Microsoft Office.
- Donor database experience (TACA currently uses Salsa.)
- Must have a valid California's driver's license, current automobile insurance and reliable transportation as driving to events and other traveling as needed is required.
- Must be able to work from home office located in Irvine with proximity to John Wayne/OC Airport.
- Must be able to lift and move up to 25 pounds.

### **Additional Details:**

Salary based on candidates experience and track record of success. TACA provided benefits include medical insurance, dental insurance, vacation and paid time off. Employee may also elect vision, chiropractic, and a 403B plan at their cost. Employment is subject to pass background check.

### **About TACA:**

Talk About Curing Autism (TACA) is a national nonprofit organization dedicated to helping families affected by autism. Founded in 2000, TACA currently has 32 chapters located in 27 states providing programs and support to over 55,000 families living with autism.

TACA provides support and education to families through a variety of programs including; Parent Education, Monthly Chapter Meetings, Coffee Talks, Parent Mentor Programs, a comprehensive Website, E-newsletters, Live Chat, a Family Scholarship Program, and more.

TACA is an equal opportunity employer. For more information on TACA visit [www.tacanow.org](http://www.tacanow.org).

**To Apply:** Please send resume and salary requirements with "Development Director" in the subject line to [heather.nelson@tacanow.org](mailto:heather.nelson@tacanow.org). Resumes without salary requirements will be considered secondly.