



**Job Posting
Director of Development
January 2020**

Tucson Values Teachers (TVT) is accepting applications for a Director of Development. For confidential consideration, please send a cover letter, resume and three references to:

ahinemann@tucsonvaluesteachers.org

Applications received by February 28, 2020 will be assured consideration.

Position Title: Director of Development

Reports to: Chief Executive Officer (CEO)

Location: Tucson, Arizona

Our Mission: Help schools and districts attract, retain and support the very best teachers for every K-12 classroom in southern Arizona while raising public awareness of the value of the teaching profession.

Overview of Tucson Values Teachers (TVT)

Tucson Values Teachers (TVT) is a partnership of educators, business leaders and individuals with a shared mission to help schools and districts attract, retain and support the very best teachers for every K-12 classroom in Southern Arizona. We recognize the critical role teachers play in student achievement and the vital influence they have on the future of Tucson and our region. Through our work, we seek to raise public awareness of the value of the teaching profession and provide a range of programs to support teachers professionally and financially.

TVT leverages partnerships with the Southern Arizona Leadership Council (SALC) and other business and education groups to advocate for funding and policies that positively impact teachers, students and schools. TVT is an innovative approach to education that grows out of strong partnerships among educators, business and communities.

Position Summary:

The Director of Development is responsible for planning, organizing, coordination and execution of all fundraising events; research, write and manage grant proposals; and create and manage the development budget plan. The ideal candidate will exhibit a high level of organization, proven project management experience, independent decision making, strong interpersonal skills and the ability to handle multiple tasks simultaneously and have a passion for the vision and mission of Tucson Values Teachers.

Responsibilities:

Assist in the planning and organization of all fundraising events. Must be able to manage events within budgets and timelines, make decisions on external resources, coordinate and communicate with other TVT staff, and ensure excellent donor experiences.

Assist in developing new events and annual planning, and maintain, organize and manage existing special events from concept to completion, ensuring they operate smoothly, efficiently, and generate maximum revenue and exposure.

Follow up with participants and funders to arrange payment and track/submit expense reports of the events for the Development Committee and CEO.

Create and manage an annual development budget plan with metrics to measure success.

Research, write and manage grants and proposals to achieve fundraising goals.

Responsible for evaluating, implementing, and overseeing the organization's operations, programs and initiatives. Establishes, monitors, and meets goals and metrics set by the board and committees for program performance and impact.

Directly supports the CEO and board chair to support board and committee work, and to provide all reports necessary for board meetings and strategic decision-making.

Reports directly to the CEO, and the two establish annual organization and individual performance goals and review progress quarterly.

Establishes and maintains positive relationships with key stakeholders, business leaders and community partners to gain their support of and collaboration with the organization.

Works with the CEO and development committee to meet fundraising goals, cultivates relationship with funders, and provides necessary applications and reporting to meet grant guidelines and contracts.

Oversees and manages the organization's communications and community outreach, as well as developing communications and marketing strategies relative to TVT programs and fundraising.

Minimum Qualifications:

- Undergraduate degree and three years of related experience.
- Proven sales/fund development skills working with foundations and corporations/businesses.
- Proven track record in development planning and grant writing.
- Strong organizational skills, detail oriented and active self-starter.
- Excellent interpersonal skills and works collaboratively.
- Operational and financial management experience.
- Experience with nonprofit and/or educational organizations.
- Superior written and oral communication skills and public speaking skills.
- Microsoft Office proficiency.

Desired Qualifications:

- Experience in creating strategic plans for organizations.
- Ability to create interactive presentations for public engagements.
- Positive, ambitious individual who demonstrates exceptional problem-solving abilities and enjoys a challenge and is committed to developing a culture of philanthropy.

Salary Range: \$55,000 - \$65,000 Depending on experience.