



POSITION TITLE:	Director of Development and Communications	REPORTS TO:	Executive Director
EMPLOYMENT TYPE:	Regular, Full-Time	SALARY RANGE:	\$80,000 - \$110,000
SCHEDULE:	M-F, 40 hrs/week	PRIORITY CONSIDERATION BY:	11/29/2024

JOB SUMMARY:

Reporting to the Executive Director, the Director of Development and Communications will serve as a member of the Leadership and Management Team, ensuring that strategic goals are achieved through partnerships with our donor community as well as oversee two staff members plus a department manager.

She/he/they ensures that fundraising strategies align with the mission and values, implements community events with the talented staff, and develops mutually beneficial partnerships. In collaboration with the team, more specific areas of accountability include budgeting and fiscal management, external relations, strategic planning, organizational structure and development, human resources, board relations and governance, partner cultivation and stewardship, contract negotiation and implementation, resource allocation, and donor engagement.

We utilize philanthropic gifts to support growth and development of the immigration, client advocacy, education, employment, and Reach programs. The new Director of Development will be a transformative leader who will help define and realize TCH's next chapter. This is an excellent opportunity for an innovative, strategic, pragmatic, grounded, inclusive leader fluent in intercultural nonprofit leadership and who is passionate about social justice.

We strongly encourage individuals with personal, shared, or lived experience as an immigrant, refugee, or formerly homeless young adult to apply for these positions. We recognize the value of diverse perspectives and believe that firsthand knowledge of the challenges faced by our participants will greatly contribute to the success of our organization.

AREAS OF FOCUS

Fundraising

- Ability to develop and drive an ambitious fundraising plan and strategy.
- Experience developing major and transformation gifts.
- Deep understanding of local and national foundations.
- Understand the financial side of a non-profit. Experience and ability to pursue, apply for, negotiate, secure, and manage grants and contracts with staff. Discern and pursue revenue streams that are sustainable for TCH.
- Deep experience with donor relationship building, gift solicitation, and donor stewardship.

Leadership

- Bring a transparent, open, respectful, and equity-based communication, facilitation, and decision-making style.
- Be highly flexible and comfortable with change and ambiguity.
- Foster healthy board-staff relations.
- A human-centric approach to situations. Values process in nurturing and growing an organization.
- Successful at achieving growth while maintaining organizational stability.
- A skilled team builder and mentor who builds alignment and values the diversity of ideas while supporting staff to follow their interests and grow their careers.

External Relations

- Build relationships and partnerships in alignment with mission and values.
- Experience creating a foundation of trust to support broad and diverse networks and donors. Able to give and receive critical feedback, balance perspectives and convictions across stakeholders, and create a culture of achievement.
- Open to innovation and experimentation.
- Track record of building relationships with major donors and expanding donor networks.
- Strong writing skills and ability to tell compelling stories.

Strategic Direction

- Strategic thinking with a larger vision. Partner with the staff and board of directors in strategic planning that can translate into defined desired impact, strategic goals, and measurable action plans.
- Proficient at building relationships and engaging stakeholders.

- Adept at thinking outside existing frameworks and setting goals over multiple time horizons.
- Ability to strategize creative models for funder engagement and collaboration in our broader strategy and with specific programs

Grant Management

- Understand the financial side of a non-profit. Pursue, apply for, negotiate, secure, and manage grants and contracts with staff. Discern and pursue revenue streams that are sustainable for TCH.

Organizational Management

- Recruit and retain talented and motivated staff members.
- Leverage technology to support operations.

COMMITMENT TO

- Carefully steer the organization through times of transition.
- Maintain, strengthen, and embody TCH's focus on equity and social justice.
- Foster organization development, mentor, hire and retain staff.
- Build and steward an inclusive and transparent budgeting process and culture.
- Cultivate a safe, intercultural, generational culture of diversity, equity, inclusion, and belonging, empowerment, and excellence.
- Understand organizational challenges and dedicate resources to implement systematic changes.
- Be a conscientious listener who holds self and others to the highest standards of integrity and accountability.
- Be honest, act with integrity, and maintain a sense of humor.

To Be Considered:

Please e-mail a cover letter that specifically addresses how your background makes you the best fit for this position, your resume, and three (3) references to Jobs@TacomaCommunityHouse.org

This position is subject to a background check.

We Are a Welcoming Workplace

Inclusion and empowerment are an integral part of who we are – our history, our culture, our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

We are an Equal Opportunity Employer

Tacoma Community House is one of the longest-serving nonprofits in Tacoma. In our relationships with staff, our participants, and our community, Tacoma Community House does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, actual or perceived status as a victim of domestic violence, sexual assault, or stalking, or any other status or characteristic protected by local, state or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.