

## Tandem, Partners in Early Learning<sup>®</sup> is Hiring! Director of Development

**Are you a development professional looking to make a difference to children and families in low-income communities?** [Tandem, Partners in Early Learning<sup>®</sup>](#) is hiring for a **Director of Development** to lead fundraising strategy and fund development. At Tandem<sup>®</sup>, we believe that investing in early learning is investing in equity, and we are excited to invite you to join our team!

### Who We Are

Tandem, Partners in Early Learning<sup>®</sup> is a nonprofit organization that promotes early learning and kindergarten readiness for *all* children. Over the last decade, Tandem has affected the lives of tens of thousands of children and families by providing high-quality, age-appropriate, multilingual, diverse children's books; training for educators, families, and community members in early learning topics; and capacity building for partner organizations around family engagement strategies.

Tandem supports children and families in San Francisco, Alameda, and Contra Costa counties, and 100% of our work is with low-income communities. Tandem has an annual operating budget of \$1.8 million and our diverse funding base includes government sources, foundations and corporations, program revenue (through a fee-for-service model), individual donors, and events.

### Who You Are

- An exceptional development professional with 5+ years of experience
- Skilled at cultivating, stewarding, and soliciting gifts \$2,500 and above from donors
- Accomplished at researching/ soliciting funding opportunities with institutional foundations, corporations, and sponsorships
- A confident communicator with strong networking and interpersonal skills
- An excellent writer able to develop grant proposals, reports, and fundraising materials
- Proficient at using database software (e.g., Salesforce, Raiser's Edge)
- Organized project manager, able to prioritize tasks
- Excited about being an integral member of a small organization that values collaboration

### What You'll Do

As an integral part of Tandem's Leadership Team, you will be charged with achieving the organization's fundraising goals to ensure that Tandem can continue and expand on its mission. In thought partnership with the Executive Director, you will provide vision, outline strategy, and manage the process of securing funding from institutions and philanthropic organizations as well as major donors and individuals. Growing and managing a prospect portfolio aimed at significantly increasing major gift support is an important growth area for Tandem, and will be a key component of your responsibilities.

**Create Development Strategy (20%):** Design and execute strategy for all areas of fundraising; develop fundraising plan that identifies goals, growth areas, and success measures; integrate fundraising plans with overall organizational plans for growth and sustainability.

**Lead Fund Development (40%):** Cultivate, manage, and steward relationships with foundations and major donors; identify new individual, major donor, corporate, and foundation funding opportunities; develop proposals for foundations and government grants; expand Tandem's current base of individual and major donors; lead and manage fundraising campaigns in collaboration with the Board of Directors and Development/ Gala committee.

**Lead and Coordinate Special Events (20%):** Develop and oversee all aspects of the annual Gala in collaboration with the Development Coordinator, Development Committee (comprised of board members) and Executive Director; develop strategy for new fundraising and community-building event opportunities.

**Manage the Development Department (20%):** Refine/develop/ manage systems to manage fundraising; ensure timely reporting to grant-making organizations; create/ update fundraising-related collateral for marketing, website, and social media; supervise/ mentor Development Coordinator; and contribute to organizational leadership by participating in leadership team meetings and supporting overall strategy and decision-making.

### What's In It for You

For the incoming Director of Development, the next several years at Tandem will present a rewarding leadership opportunity to lead the organization into its next chapter of growth and development.

### Compensation and Benefits

Tandem offers a competitive compensation package, commensurate with experience, that includes full medical and dental benefits at no cost to the employee. We recognize the value of employee work-life balance and provide generous vacation and holiday benefits including paid time off between Christmas and New Years and during the week of July 4th.

### What's Next?

Send a cover letter and your resume via email with YOUR LAST NAME\_DEVELOPMENT DIRECTOR as the subject line to: [jobs@tandembayarea.org](mailto:jobs@tandembayarea.org). Tandem will begin reviewing applications **on July 31, 2019 and applications will be accepted until the position is filled.** No phone calls please.

*Tandem, Partners in Early Learning<sup>®</sup> is an equal opportunity employer. All interested individuals, including people of color, women, persons with disabilities and persons who are lesbian, gay, bisexual, transgender or intersex are particularly urged to apply.*

*Women and men, and members of all racial and ethnic groups are encouraged to apply.*