



## **JOB DESCRIPTION**

**Position:** Development and Operations Manager

**Direct Supervisor:** Executive Director (ED)

**Location:** Charlotte, NC

## **CORE RESPONSIBILITIES**

### **Internal Operations and Financial Oversight**

- Review budget utilization monthly
- Work with Finance and Administration Coordinator to review Tanzanian program requests in relation to the annual budget and cash flow prior to submitting to ED for final sign off
- Supports ED in development of policy and procedures
- Assist in onboarding process for new hires
- Provide regular and ad hoc reporting on donor trends, campaign, and event progress
- Reconcile budget with Country Director (CD) and bookkeeper and provide ED with reports and recommendations
- Analyze fundraising trends/results both internally and externally and provide related analysis to ED
- Recruit US interns and review applications
- Oversee tracking of new hire application process
- Update Wordpress website as needed
- Collect donations at P.O. Box and ensure all donations are deposited at bank and entered into Bloomerang
- Facilitate third party matching gifts through giving portals
- Submit content and data to third party entities like BBB and Guidestar to ensure compliance and seals of approval

### **Stewardship**

- Build strong relationships with TFFT's donors through meetings, calls, emails, personalized messaging, and other thoughtful touches
- Develop and present annual stewardship strategy to the Board of Directors
- Coordinate with ED and Board of Directors to facilitate their role in stewardship
- Maintain fundraising database and tracking systems and make recommendations to strengthen them
- Work with team to manage data portion of sponsor communication for grade reports, individual sponsor questions and communication, and sponsor renewal
- Donor Visits
  - Participate and supervise donor trips in Tanzania
  - Work with team to plan and execute Vision Trip
- High school club engagement
- Support Grant Writer in prospect research and grant proposal budgets

## **Campaign and Event Management**

- Develop campaign/event strategy (list segmentation and approach) with ED
- Oversee all execution of peer-to-peer fundraising platforms
- Lead individualized donor communications including solicitations, reminders, and acknowledgment and manage other team members needed to support execution
- Organize volunteers and interns to assist with tasks for events and campaigns as needed
- Lead week-of and day-of event operations
- Develop and manage campaign checklists and timelines
- Oversee the stuffing and mailing process
- Lead tracking campaign and event progress
- Analyze and report all campaigns' successes
- Support donors who are hosting an ad hoc event

## **TEAM TFFT**

- Lead strategy on recruitment of athletes
- Manage peer to peer fundraising platform and assist donors in set up
- Coordinate outreach for both athletes and volunteers
- Manage support for both athletes and volunteers
- Plan, manage, and execute TEAM TFFT events including RIDETZ and major marathons
- Lead logistical execution of key events and manage additional team members where needed

## **KEY COMPETENCIES:**

- **Passion for TFFT's mission**
- Excellent project management skills
- Possess excellent organizational skills; demonstrates ability to meet deadlines and manage time effectively
- Meticulous attention to detail and follow-through; performing tasks accurately and efficiently
- Assertive self-starter with a proactive attitude and ability to work independently
- Works as a team player; seeks and acts on feedback as appropriate
- Balances competing priorities while keeping constant sight of overall objectives
- Sensitivity to working with confidential information
- Demonstrates excellent interpersonal skills, performing effectively under pressure and handling difficult situations with poise, judgment, and tact while maintaining a positive, problem-solving attitude
- High degree of flexibility in a demanding, fast-paced, and frequently changing environment
- Displays a high degree of maturity and professionalism at all times, consistent with TFFT's culture/values
- Possess superior problem solving and conflict resolution skills
- Analytical and critical thinker

*To apply please send your resume to [jobs@thefoundationfortomorrow.org](mailto:jobs@thefoundationfortomorrow.org) and answer the following: What would we be missing out on if we didn't hire you? What about our mission excites you? Share examples of your detailed oriented personality.*