



Development Manager

Job Description

The Development Manager is responsible for key aspects of the fundraising process at TCC including administration, strategy, planning and collaborating on the budget. The Development Manager works closely with the organization's leadership team and board to identify and pursue fundraising opportunities and steward corporate, foundation, public sector, and individual support. They engage with donors, foundations, members, and other key supporters to advance TCC's mission and vision of more transportation choices and opportunities for all.

The Development Manager reports to the Deputy Director, working together on development planning and strategy. This staff member is responsible for executing those plans, with an emphasis on individual giving, grant prospecting and administration, cultivation events, and supporting TCC's annual gala. They excel at bringing potential supporters in, and moving them to deeper connection and relationship with the organization. In addition, they take the lead on development administration including database management, gifts processing, grant tracking and reporting, and donor acknowledgment.

This keystone role is integral to fueling our programmatic work, and touches all corners of the organization. On any given day they may be meeting with a major donor, developing a new fundraising narrative, planning with the Executive Director, cutting data to drive strategy, or mobilizing TCC's network of supporters in a grassroots giving campaign. As part of a small and mighty team, they will assist in other cross-functional work, including racial equity work and event support.

Flexible schedule with some night and weekend work required.

Reports to: Deputy Director

Annual Rate: \$64,000 a year with competitive benefits.

Position Type: Full-time, approximately 40 hours a week, based in Seattle (TCC has a hybrid in-person and remote workplace)

About TCC

Transportation Choices Coalition is Washington State's leading non-profit organization working to expand transportation choices for everyone. Based in Seattle, our vision is to create vibrant and affordable communities connected by great transit for all. Our programs are focused on educating and building support for more transit, developing cutting edge policies to make it easier and more affordable for people to get around by rail, bus, mobility device, bike and foot and winning new funding to support these transportation choices. In the last decade, we have won nearly \$30 billion in transit, bike and pedestrian investments.

TCC strives to be a great place to do great work. We prioritize a collaborative, team-oriented culture where everyone has a high level of ownership and performance in their roles, where we prioritize a regular practice of collective programmatic and operational anti-racism work, and where we care for



ourselves, each other, and our community.

Key Responsibilities

Individual Giving - 35%

- Steward and implement plans to increase the size of TCC's individual giving pool and pipeline.
- Develop a plan to increase the size of TCC's major donor pool, and work with the Executive Director and Board to implement.
- Maintain individual giving relationships.
- Grow and manage monthly donor program and workplace giving, Earthshare membership, tabling and represent TCC at charity drives.
- Writing appeals, funder updates, tracking performance.

Department Planning, Database Management & Administration - 20%

- Manage database, run reports, and maintain accurate records in Little Green Light.
- Oversee strategy, budgeting, planning, and tracking for TCC's fundraising program across our revenue streams.
- Creating standard operating procedures and other necessary materials for department functions.
- Maintaining accurate records and folder hierarchy for fundraising.
- Process gifts, acknowledgements and thank you letters.
- Annual records reconciliation with accounting books.

Event Management & Sponsorship - 20%

- Work with the Events Specialist to produce TCC's annual fundraising event.
- Lead audience development, giving strategy, tracking attendance, committee management, communications plan, speech coaching, logistics, and other annual event work streams.
- Plan and coordinate a major donor cultivation event program. Assist with education events.
- Solicit in-kind donations for Ride Transit Month and annual event silent auction.
- Secure sponsorships for Ride Transit Month, Transit Trivia, Transit Talks and End of Year party.
- Manage and track annual event solicitations.
- Participate in TCC's internal Event committee.

Grant Tracking & Management - 15%

- Prospecting, identifying, vetting, and reaching out to potential new grantors.
- Tracking deadlines and reporting requirements.
- Updating grant budgeting spreadsheet to track program grant projects.
- Project management of submission processes; sometimes lead on grant reporting.



Racial Equity Action Plan - 5%

- Participate in staff development and trainings.
- Apply Racial Equity Action Plan to Advocacy work plan.

Internal planning and cross-functional support - 5%

- Produce an annual work plan with metrics tied to overall organizational goals.
- Participate in team check-ins, weekly staff meetings, and planning and support for TCC events.
- Support grant writing and reporting regarding advocacy activities.
- Pursue professional development opportunities that advance skills for the role.

Primary Qualifications

- 3-5 years experience in fundraising or sales experience, ideally in a nonprofit environment.
- A strong commitment to racial equity and anti-racism, and continuous learning; ability to center and advocate for racial equity within fundraising systems.
- Strong writing, editing, public presentation and communication skills.
- Strong project management skills, and the ability to prioritize, manage and coordinate multiple tasks, sometimes in a fast-paced, evolving, and political environment.
- Proven track record of relationship building with donors; enthusiasm for building relationships.
- Strong interpersonal skills and comfort interacting with donors, partners, and new friends of the organization.
- Excellent database management skills; experience with platforms including Little Green Light a plus.
- Experience planning, producing, and managing events to increase donor engagement and giving.
- Experience managing a department budget, reading financial reports, and coordinating revenue and development plans with overall organizational budget.
- An energetic, flexible, collaborative, supportive, and proactive approach to work.
- Willingness to work occasional evenings and weekends.

Secondary Qualifications

- Familiarity and interest in transportation policy or related issues.
- Lived experience without a car; using transit as a primary mode of transportation or transit dependent.

The successful candidate will

- **Manage a high volume of work with excellence:** Has, or can create, a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines. Asks for help when needed. Acknowledges mistakes and turns them into learning opportunities. Has a track record of leaving things better than they found them.



- **Have a strong sense of ownership and resilience:** Plans ahead and finds alternative paths, when needed, to get to the finish line. Bounces back from setbacks and rejections. Holds a high bar even when things are hectic. Someone who sees a no as another way to get to a yes. Lots of follow through, loves to see things over the finish line.
- **Love details and keep the big picture in mind:** You are able to keep long-term goals and strategy in mind while implementing day-to-day tasks to achieve them.
- **Proactively advance racial equity:** We acknowledge historical inequities and commit to shift power, resources, and decision-making to communities of color and those most impacted by issues related to transportation. You identify decisions, policies, processes or practices that have disparate impacts based on identity and are driven to make changes in systems and practices to operationalize equity.
- **Prioritize relationships and collaboration:** You recognize the deep importance that relationships with colleagues and allies play in our work, and you build rapport and trust with others. Enthusiasm for meeting and engaging with people. Able to put people at ease and instill confidence in our organization, especially when there are lines of difference. Listens closely to understand needs or concerns and takes steps based on that input.

Compensation and Benefits

This is a full-time, salaried position based in Seattle starting at \$64,000 a year. A typical work week is 40 hours but may vary. Competitive benefits package including paid medical, dental and vision insurance, retirement matching, vacation/sick policy starting at 20 days, 6 set and 4 floating holidays, professional development funding, and a yearly transit pass.

TCC prioritizes diversity and inclusion. Women, non-cis gender people, people of color, and individuals from under-represented communities are strongly encouraged to apply. TCC welcomes applicants to share anything about their life experience that has prepared them for the position they are applying for.

Employment at TCC is based upon individual qualifications without regard to race, color, gender, sexual orientation, religion, creed, age, national origin, physical, or mental disability, marital, or veteran status, political ideology, gender identity, genetic information, or any other legally protected status. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social/recreational programs.

To Apply

Submit cover letter and resume by email to Jaclyn Gault, Senior Operations Manager, at jobs@transportationchoices.org; indicate "Development Manager" in the subject line. No phone calls please.

Position open until filled. Applications will be reviewed starting Aug. 16, 2021.