



# TAIKO COMMUNITY ALLIANCE

P.O. BOX 26895, SAN JOSE, CA 95159

[INFO@TAIKOCOMMUNITYALLIANCE.ORG](mailto:INFO@TAIKOCOMMUNITYALLIANCE.ORG)

## **Development Manager**

Reports to: Business Manager

Status: Part-time (14 hrs/wk) non-exempt. Our main office is in San Jose, CA and you may be required to travel there. This position is 100% remote with occasional travel, and does not include permanent office space.

Compensation: \$30.00/hour

Benefits: Remote work, flexible work schedule, sick leave, accrual of paid time off, and paid holidays.

## **Position Summary:**

Reporting to and in partnership with the Business Manager, the Development Manager will spearhead development efforts as Taiko Community Alliance maintains financial sustainability. This position will be responsible for the fund development of government and private foundations, individual donors, corporate sponsorships, and major gifts.

## **Duties:**

1. Develops and executes TCA's annual fundraising plan.
2. Secures and maintains financial support from individuals, foundations and corporations.
3. Establishes and maintains working relationships with partner organizations, sponsors and funders.
4. Manages the implementation of Salesforce and oversees staff or volunteers responsible for data entry and gift processing.
5. Designs and implements a strategy for a large sustained base of annual individual donors.
6. Develops and tracks proposals and reports for all foundation and corporate fundraising with support from the Fundraising Committee.
7. Manages TCA's annual Membership Campaign in partnership with working committees and volunteers.
8. Other duties as assigned.

## **Minimum Qualifications:**

- Two to three years work experience in fundraising and development.
- One to two years work experience in a non-profit environment.
- Familiarity with Salesforce or similar Customer Management software.

## **Knowledge of:**

- Federal and state financial guidelines pertaining to non-profit organizations.
- Principles and practices of fundraising and financial reporting.

**Ability to:**

- Develop, implement and evaluate a comprehensive, multi-pronged fundraising plan.
- Accurately prepare financial reports.
- Engage, reach out to, and collaborate with a diverse range of stakeholders as an advocate of TCA.
- Communicate effectively both verbally and in writing.
- Simultaneously manage and implement multiple projects and timelines.
- Maintain active involvement with the taiko community and appreciate the diverse experiences and background of taiko practitioners.
- Ask for and receive feedback from staff and peers.

*The Taiko Community Alliance believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, or marital status.*

*The above statements are of a general nature and are intended to describe the level of work being performed. It is not intended to be an exhaustive list of all responsibilities and duties of the position.*

To apply, please email cover letter, resume, and two to three references (name, affiliation, and contact information) to Derek Oye at [derek@taikocommunityalliance.org](mailto:derek@taikocommunityalliance.org) by March 15, 2020.