



TAIKO COMMUNITY ALLIANCE

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

INFO@TAIKOCOMMUNITYALLIANCE.ORG

Development Manager Job Description

Position: Development Manager

Reports to: Executive Director

Salary: \$32k-\$40k annually (for Part-Time); \$45k-\$55k (for Full-time)

Status: Full-Time or Part-Time, Exempt

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

Location: Remote. Must be comfortable with flexible scheduling across multiple timezones.

The Organization:

The Taiko Community Alliance (TCA) is dedicated to being a resource to the greater taiko community and is based on the following core values: Respect, Heritage & Evolution, Empowerment, Inclusivity and Transparency. The mission statement of the Taiko Community Alliance is as follows: "To empower the people and advance the art of taiko".

Position Summary:

As the world cautiously emerges from the COVID-19 pandemic, the Taiko Community Alliance is focusing on restructuring our programming and improving our financial sustainability.

As part of this effort, the TCA is recruiting for a Development Manager who will be at the forefront in re-centering our fundraising efforts and development strategy. .

The Development Manager will work in collaboration with the Executive Director, TCA Board, and volunteer Working Committees to:

- Submit grant proposals to support TCA operations, initiatives, NATC, and other TCA projects;
- Prospect for grant opportunities that TCA can pursue without hindering other taiko artists/group/organizations
- Ensure that grant acknowledgements and grant reports are completed/submitted
- Track all prospect, submissions, requirements, and deadlines
- Work closely with other Working Committees so that progress is complimentary: e.g. work with Programs, Exec Comm, and full Board to ensure that programmatic commitments described in grant proposals are realistic and up to date, and that everyone is aware of any grant commitments incurred.
- If Full-Time, additional responsibilities include
 - Securing Sponsors to directly support our programming; this may require generating

promotional or marketing materials in collaboration with staff.

- Donor Management and building relationships with donors
- Work with Executive Director to map our development strategy and plans for future growth
- Other duties as assigned

SPECIFIC RESPONSIBILITIES

1. Oversee ongoing operational and administrative efforts including but not limited to:
 - a. Grants/Advancement
 - b. Sponsorships
2. Demonstrates ability while effectively collaborating with all TCA stakeholders including but not limited to members, directors, advisory council, staff, volunteers, sponsors, contractors and vendors.

CANDIDATE EDUCATION, EXPERIENCES, AND COMPETENCIES

Education

- Degree or certification in Business Administration, Fundraising, Marketing, Community and Social Service Management, or Nonprofit Management required. Bachelors degree preferred.
- In lieu of a degree, 3 years of grant writing experience may be considered.

Experience

- Minimum of 3 years of grant writing experience in positions of increasing responsibility and authority.
- Minimum 3 years of non-profit experience.
- Demonstrated fundraising success including private philanthropy, corporate donations, individual campaigns and government grants.
- Experience with sponsorship recruitment and retention is preferred.
- Demonstrated experience in the following:
 - grant writing and reporting
 - budget management
 - Working cross-functionally within many work teams
- Knowledge of endowments and other legacy building advancement preferred
- Knowledge or experience with cultural and/or traditional folk arts required. Emphasis on ensemble taiko study is preferred, but not necessary.

Competencies and Attributes - The ideal candidate should possess the following:

- Ability to adapt, pivot, and adopt a resilient mindset
- Ability to be a proactive force, to anticipate challenges, and serve as a positive agent of change within TCA.
- Knowledge of Federal and Local non-profit and accessibility guidelines. Familiarity with California guidelines preferred.
- Excellent non-profit administrative skills
- Excellent oral and written communication skills.
- Comfort with public speaking both in-person and over virtual platforms.
- Comfort with working effectively in a “virtual office” environment. Able to utilize various communication, collaboration, and organizational platforms (ie G-Suite, Zoom, Salesforce, etc) as needed.
- Capability and willingness to maintain a flexible work schedule – weeknights and weekends may be required.
- Ability and willingness to travel for major programming/events
- Familiarity with or the desire to become familiar with the history and practice of taiko.

Work Conditions:

This position is remote. We suggest minimal excess of noise and weather exposure to perform job duties. Suggested office/work space conditions include appropriate lighting, ventilation, temperature, and cleanliness/sanitation. This position is considered a light duty job, wherein heavy lifting is not a requirement, and moving or lifting less than 10 pounds of weight.

To apply:

Candidates should submit the following to careers@taikocommunityalliance.org

- cover letter
- resume of no more than two pages
- three references

This posting period closes at 11:59 PM (Pacific Daylight Time) on 9/25/2022

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.

The Taiko Community Alliance provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.