

Traction

Title: Development Coordinator
Reports to: Executive Director

Job Status: Exempt
Work Schedule: 40-100% FTE

Traction is an innovative, progressive non-partisan civic engagement and leadership development non-profit, turning young voters into energized and engaged activists who will power the progressive movement. A Project of the Tides Center, Traction is headquartered in Durham, NC.

Position Summary

Traction seeks an experienced development professional with initiative and energy to build the capacity of this groundbreaking nonprofit while securing and growing its annual budget for operations and programs, as we transition from start-up to sustainability. For the right person, we are open to full or part time, but (if part-time) we seek an individual who is able to grow with the organization. The Development Coordinator will work closely with the Executive Director and advisors to accomplish the organization's financial goals, and will be responsible for raising between \$150,000 and \$250,000, depending on full or part time employment. Fundraising goals will increase with time in the job and the growth of the organization. This is a key senior position in a very small but growing organization. Some portion of time may be dedicated (and billed) to Traction Action Fund, a separate organization. Occasional evening and weekend hours required.

Specific Responsibilities

Planning and Strategy

- Develop and implement both annual and long-range development plans to achieve Traction's fundraising goals.
- Help clarify Traction's needs and build its fundraising capacity.
- Develop multiple strategies for different constituencies.
- Identify and manage the resources needed to carry out the fundraising plan.

Implementation

- Identify, manage, and solicit high-level prospects.
- Develop case statement (clear and compelling written case for support).
- Build understanding and support for that case among Traction's constituencies.
- Oversee mailings (including any needed new lit pieces), coordinate phone campaigns, supervise grant applications, etc.
- Oversee donor stewardship activities.

Human Resources

- Recruit, train, and manage an enthusiastic and talented corps of fund development resource people engaged at all levels in the development effort
 - recruit volunteers
 - train, motivate, manage and provide feedback to staff (including the executive director), volunteers, and board members.

Information Management

- Oversee the management (and improvement) of development information, to include
 - consolidation of all donor and prospect info in one place (likely Salesforce)
 - system for tracking asks, gifts, acknowledgements and other cultivation/stewardship methods

Qualifications:

Experience -- at least three years (five preferred) of proven experience in:

- Annual giving program implementation, including new donor development, renewals, stewardship.
- Major gift programs, including prospect research, cultivation, personal solicitation, acknowledgment, and recognition.
- Recruitment, training, and motivation of leadership volunteers, including boards.
- Grant research, program design, grant writing and grant management.
- Fundraising software and information management.
- Donor communications, including direct mail, newsletters, collateral, and Internet.
- Budget development and management.

Skills and Abilities:

- Exceptional verbal and written communication skills.
- Excellent interpersonal skills including the ability to connect well with diverse groups of people, including people of wealth and Generations X & Y.
- Ability to work as part of a team as well as independently; self-directed enough to prioritize, organize self and manage time, but flexible enough to work well when priorities shift.
- Ability to motivate, mentor, support and build a positive and highly collaborative environment with volunteers, co-workers and outside collaborative partners through strong and dynamic leadership.
- Ability to have fun and keep cool in a fast-paced, demanding, and unstructured environment (i.e. sense of humor required); ability to balance multiple complex and competing responsibilities while under pressure.
- Strong organizational skills; affinity to create structures that make team more effective and efficient.

Attributes:

- Demonstrated initiative and commitment to achieving and exceeding results.
- Creative problem solver and strategic thinker with strong future orientation.
- Politically and technologically savvy.
- High detail orientation. Ability to maintain high quality work on tight deadlines.
- Attention to quality and efficient use of resources.
- A calculated risk taker with an innovative and entrepreneurial spirit toward fundraising.
- Unquestionable integrity, ethics and values are essential, as are a passion for Traction's values, mission and vision.
- The professional, interpersonal and organizational acumen and experience necessary for a senior leadership role. At the same time, the person must be patient and willing to invest the time, and excited about the opportunity, to grow an organization.

Physical Requirements of the Job

May require sitting, talking and listening for 6+ hours per day; standing and walking for up to 2 hours per day; reaching with hands and arms, and keying for up to 5 hours per day; lifting up to 25 pounds.

Traction, a Project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Interested candidates should please submit resume and cover letter to fundraising@getTraction.org.