

TLC
Raleigh, NC

Job Title: Associate, Strategic Impact & Outreach

Summary

TLC's mission is to empower individuals of all abilities to live their fullest life. Through a collaborative and engaging process throughout the organization, we have created the first three years of our strategic plan called Building Possibilities. Focused on three pillars: Quality, Access, and Equity, we are working toward a 20-year vision to create pathways to a world of possibilities. Founded as Tammy Lynn Center in 1969 by three local families committed to creating better options for their children, we are building on a 54-year history of serving individuals of all abilities and all ages and their families in Wake County.

TLC currently serves almost 1,000 individuals and 2,070+ of their family members – parents, siblings, and family caregivers. By 2040, our community will have an estimated 38% increase in people living with an intellectual or developmental disability (I/DD).

As part of the strategic plan, the Development Team's scope has expanded to include philanthropy and engagement, advocacy and outreach, strategic partnerships, and brand stewardship and is moving forward as the Strategic Impact & Outreach Team. The Strategic Impact & Outreach Team meaningfully engages TLC's impact (individual donors, funders, corporate and community partners, volunteers, staff, families, elected officials, and strategic partners) and the broader community through equitable practices to support positive outcomes for clients, families, and staff and the strategic growth of our mission.

The Strategic Impact & Outreach Team is looking for an Associate to contribute to our goals through efforts that will identify and connect high-impact philanthropic individuals and grantmaking partners that align with TLC's mission, priorities, and opportunities for strategic growth and impact.

Benefits:

Excellent benefits package for full-time employees including – Medical, Dental, Vision, Life, Paid Holidays, Long/Short Term Disability, PTO, and 403b retirement plan.

I. Responsibilities

Prospect Research & Relationship Creation

- Research grantmaking investments and opportunities from individuals and corporate, community, and family foundations in support of TLC's annual, campaign, programmatic, and endowment priorities.
- Reach out to and meet with possible grantors to assess fit for grants and begin to build relationships with grantors, as appropriate.

Proposal & Grant Writing

- Write proposals, reports, and updates for philanthropic partners in collaboration with TLC's Director of Special Projects & Strategic Initiatives, frontline fundraisers, and leadership volunteers.

- Coordinate, write, and submit grant applications and proposals, collaborate with other team members and staff across the organization, and leverage existing relationships when necessary.

Project & Relationship Management

- Create and manage a grant plan, calendar, and process for the grant cycles.
- Serve as the primary or co-contact for individual, corporate, family foundation, religious, and government/public impact partners, helping to make connections at key stages of the relationship with other frontline fundraisers for elevated engagement opportunities.
- Plan, coordinate, and support kick-off and follow-up meetings with relevant staff throughout grant cycles and implementations of grants to ensure grants are properly and fully executed by programs, as applicable.
- Build and manage assigned relationships internally and externally with staff, volunteers, and current and potential philanthropic partners.

Stewardship & Performance Monitoring

- Manage or co-manage grantor stewardship, including impact reports required and requested by grantors.
- Work in collaboration with the Director of Special Projects & Strategic Initiatives, Finance team, and program staff to monitor and measure the performance and implementation of programmatic grants and investments.
- Create and implement processes and practices that help connect, inform, engage, and steward audiences and their impact.

Data Integrity & Inclusion, Diversity, Equity, and Access Practices

- Create, update, and maintain grantor profiles in the donor database, including relevant contacts for those grantors, as well as actions and activities related to grants.
- Research and implement best practices aligned with diversity, equity, inclusion, and access in systems, processes, and practices.
- Manage processes for the creation and maintenance of opportunities and actions in the database and the assignment and escalation of grantor relationships.

II. Minimum Education/Experience

A bachelor's degree and 0-5 years' experience or 4+ years of nonprofit experience and completion or work toward a nonprofit certification/continuing education. This experience should include at least 1-2 years of grant writing and/or management experience.

The Associate will be responsible for research, data input and analysis, proposal writing, grant submissions and monitoring as well as donor stewardship and impact reporting. They will work closely with the Director of Special Projects & Strategic Initiatives to train and transition into annual grant management as well as to monitor and measure program performance and progress related to grantor and high-impact investments.

Reporting to the Associate Director, the Associate will work with the team and staff across the organization on identifying funding priorities, developing strategic approaches, and serving as liaison to individual and foundation partners.

The ideal candidate will be a strong writer and communicator with grant-writing experience, highly detailed and organized, analytical, possess the ability to translate complex information to a variety of audiences, team player, relationship builder, and have enthusiasm for TLC's mission. This is an excellent opportunity for a 1-2 year graduate with some grant-writing experience or an experienced grant writer looking to be part of and learn from a talented and creative team.

TLC is hoping to exceed its fiscal year 2025 impact goals, manages an endowment of over \$3 million, and is working to transform our campus through a multi-million-dollar capital campaign with a continued growth trajectory in 2024-2025. Excitingly, we hope to complete construction on a new ICF home this fall of 2024, moving onto renovate two other homes on campus.

III. Recruitment Standards

1. Commitment to ethics, diversity, equity, and inclusion in impact.
2. Demonstrated experience and success with grant writing and project and relationship management.
3. Collaborative work style, comfortable with individual and group input and feedback.
4. Keen research and analytical skills, including strong interviewing and writing skills, and the ability to gather and synthesize information.
5. Present a willingness to learn and grow.
6. Possess the ability to identify gaps and productively recommend improvements where needed.
7. High level of organization skills and exceptional attention to detail.
8. Ability to manage multiple concurrent deadlines.
9. Strong problem-solving skills.
10. Must work well independently with minimal supervision and cooperatively and collaboratively in a team setting.
11. Must be able to execute a plan and meet goals aligned with greater strategy and vision with foresight to modify and adapt accordingly.
12. Excellent computer skills, including experience with Microsoft 365, creative platforms and tools, and a customer database preferred.
13. Be creative, forward-thinking, and adaptable.
14. Possess a sense of humor.
15. Ability to travel locally.

IV. Hours/Days of Work

Hybrid Work Format (requires mostly in-office work to start, transitioning into hybrid)
Full-time: 40 hours per week, Monday through Friday (Non-exempt).

V. Supervisor

Associate Director, Strategic Impact & Outreach

VI. Hourly Wage

\$24.04 per hour