



Ta'leef Collective
43170 Osgood Rd.
Fremont, CA 94539
www.taleefcollective.org
info@taleefcollective.org
(510) 445-1911

Job Title: Development associate

Position Summary

Fundraising is a critical enabler of Ta'leef Collective's efforts in the community. Ta'leef Collective has experienced significant growth in its operating budget over the past two years, driven by an increase in space related expenses with the launch of Chicago and the hiring of key staff to help build the infrastructure to serve the needs for the growing community.

The Development Associate will be based out of Chicago and will be a creative, community oriented, and self-motivated professional. It is the responsibility of the Development Associate to cultivate existing and new donors in Chicago, and coordinate (in conjunction with Fremont) fundraising campaigns for Ta'leef Chicago. This individual will need to have a passion for non-profit work and the drive to organize and launch successful fundraising campaigns. The Development Associate will report directly to the Chief Development Officer, and interface regularly with the Director of Operations, and the Founding Director.

The Development Associate should be able to proficiently perform the outlined essential functions.

Essential Functions:

1. Establish and maintain ties with various community stakeholders and donors in the greater Chicago area.
2. Cultivate relationships with new donors in Chicago and nearby cities in the Midwest
3. Use qualitative and quantitative evaluations to analyze fundraising efficacy and develop a targeted fundraising strategy for Chicago
4. Solicit and grow monthly donations and major gifts (with support of Chief Development Officer) in the Chicago region, to meet quarterly and annual targets

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

- Ability to cultivate relationships with new and existing donors
- Passionate about working with young people
- Outgoing, social personality
- Ability to work autonomously in fast-paced environment
- Understanding of performance metrics and the drive to set and meet fundraising targets/goals
- Some travel to other markets within the Midwest
- Learn and employ "Moves Management" tactics in cultivating and renewing donors

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Competencies:

- Communication Proficiency
- Financial Management
- Self Initiation
- Personal Effectiveness/Credibility
- Effective gift solicitation and deal closing

Position Type/Expected Hours of Work:

This is a full time salaried position with a minimum of forty hours per week.

Additional Eligibility Qualifications:

- Extraordinary attention to detail and process.
- Highly developed interpersonal skills. Ability to meet people with ease.
- Excellent interpersonal and team-work skills.
- Strong leadership, organization and time management skills.
- Excellent written communication and editing skills
- Strong organizational skills.
- Knowledge of marketing strategies and techniques.
- Capacity and flexibility to get things done on time and at a high quality level.
- Commitment to Ta'leef Collective core values.

The above statements are intended to describe the general nature and level of work performed by a person assigned to this job description. They are not intended to be a complete list of all responsibilities, duties and skills required of personnel so classified. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.

To apply email resume with cover letter to: info@taleefcollective.org

Intended Hire Date: As soon as possible

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