



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

Job Title: Development Manager

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 Manager will be based out of our Fremont office and will be a creative, community oriented, and self-motivated professional. It is the responsibility of the Development Manager to cultivate existing and new donors nationwide, and develop and execute online/social media fundraising campaigns for Ta'leef. This individual will need to have a passion for non-profit work and the drive to organize and launch successful online fundraising campaigns. The Development Manager will report directly to the Operations Director, and interface regularly with the Board Development Committee and the Founding Director.

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

Essential Functions:

1. Develop a global online fundraising strategy and campaign for Ta'leef as an organization. The plan should include a definition of the online goal and target audience, and the implementation/execution of reaching that audience to raise funds for the organization and its programs.
2. Establish and maintain ties with various community stakeholders and existing donors nationwide, and coordinate donor engagement and events.
3. Cultivate relationships with new donors nationwide
4. Use qualitative and quantitative evaluations to analyze fundraising efficacy, and manage donor reporting
5. Oversee grant prospecting and applications

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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
- Outgoing, social personality
- Social media knowledge
- Marketing background, preferred
- Familiarity with donor relational databases, CRMs, and running queries & reports
- Passionate about philanthropic giving
- Grant writing experience a plus
- Must live in the Bay Area, or willing to relocate

Competencies:

- Communication Proficiency
- Financial Management
- Self-starter
- Personal Effectiveness/Credibility

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.

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To apply email resume, cover letter, and two writing samples to:
info@taleefcollective.org

Intended Hire Date: October 1, 2017

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