



Development Manager

Job Description

Overview

Terra Firma National (“TFN”) promotes a compassionate and effective approach to meeting the most pressing medical, mental health, legal, and social needs of unaccompanied children and migrant families seeking humanitarian protections in the U.S. In 2013, Terra Firma was founded at a community health center in The Bronx to meet the complex healthcare and legal needs of unaccompanied migrant children in NYC. Since Terra Firma was founded, the number of unaccompanied children and migrant families in the U.S. has reached record levels.

To meet this growing need, Terra Firma National was launched in 2021, with 4 strategic goals: (1) support the flagship Terra Firma program, (2) develop a network of Terra Firma programs across the country, (3) engage in advocacy on behalf of migrant children and families, and (4) pioneer critical research about the needs of migrant populations.

Terra Firma National is seeking a full-time Development Manager to meet its revenue needs to support its strategic goals.

Primary Duties & Responsibilities

This position manages fundraising activities, including the cultivation of existing supporters, as well as identifying and soliciting new funding streams, such as individual donors, private and corporate foundations, and government grant opportunities. Additionally, the Development Manager will participate in planning an annual fundraising event in conjunction with key staff, Board members, and outside consultants.

The Development Manager is responsible for working with the leadership team and Board to meet (or exceed) annual fundraising goals, develop an annual fundraising strategy, and ensure visibility of the organization. The Manager will provide high level support for and coordination of activities related to soliciting interest in the organization, writing grant proposals and reports, and managing funder relationships. The position reports directly to TFN’s Executive Director and works closely with TFN’s National Network Director, Program

Associate, the Terra Firma Flagship Program Manager, and TFN's Board of Directors. TFN is based out of New York City. At this time, the position is virtual. In-person appearance will be expected for fundraising events and for at least two Board Meetings during the year.

Terra Firma National has a fiscal sponsor, the Fund for the City of NY (FCNY). All positions within our organization are employees of FCNY and subject to applicable benefits and HR policies.

Key Activities

- Develop short- and long-term development strategies to ensure the financial health of the organization, in conjunction with program leadership and the Board of Directors.
- Create an annual calendar of fundraising activities that guides TFN leadership, staff, and Board. This calendar should include at least one large fundraising event.
- Represent TFN's mission and vision in meetings with funders, potential donors, Board members, and the public.
- Cultivate current supporters (individual donors and private foundations) to deepen existing relationships and promote increased giving.
- Identify new prospective funding opportunities in all sectors: individual donors, private foundations, government agencies, and corporate philanthropy.
- Reach out directly to potential supporters, send letters of introduction, and submit letters of inquiry as appropriate.
- Manage all grant proposals and reports, ensure timeliness, and be familiar with TFN's budget as it pertains to grant proposals.
- Track, manage, and ensure the timely completion of funder deliverables.
- Maintain an organized database of potential funders utilizing relevant platforms (e.g., Pipedrive).
- Be the principal liaison between all funders and TFN leadership/staff and Board members, including organizing meetings.
- Utilize CRM software to track donations, steward donors, and inform fundraising strategies.

- Ensure all donors are acknowledged and recognized in a timely and appropriate way through thank-you notes, phone calls and other methods.
- Manage Terra Firma National's relationship with its Board of Directors, including its Chair and the Chair of the Development Committee, on issues related to development. Work effectively with the Board of Directors to enhance fundraising and visibility of the organization. Attend Board Meetings as needed and conduct any follow-up activities.
- Assist the Executive Director and Chair of the Board with preparation for Board Meetings on issues related to development activities and pertinent budget issues.
- Participate in the development of a communications strategy that maximizes Terra Firma National's visibility and furthers its mission, utilizing social media, email communications, and other methods.

Qualifications

Education & Experience

- Bachelor's degree.
- Have 3+ years of development experience.
- Demonstrated track record as a successful development professional with knowledge of all aspects of fundraising and skill in managing a portfolio of funders.
- Excellent written and oral communications skills, including exceptional grant-writing and grant-reporting abilities.
- Knowledgeable in CRM management (e.g., Kindful) a plus.
- Strong time management skills and ability to establish priorities, meet deadlines, set and accomplish fundraising goals.
- Highly organized, detail-oriented, consistent, and reliable.
- Respect for all persons.

Personal Characteristics

- Knowledge of/passion for migration and/or human rights: prior experience with issues facing migrants in the U.S. preferred.
- Behave Ethically: Understand ethical behavior and business practices and ensure that one's own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.

- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Stakeholder Needs: Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Make Decisions: Assess situations to determine importance, urgency, and risk, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Salary is in the range of \$70,000-\$80,000 depending on experience.

Employment benefits include but are not limited to: FICA, Health Insurance, Pension, Dental Insurance, 401(k) and 403(b) retirement plans, Unemployment Insurance, Long and Short-Term Disability, Workers Compensation, Life Insurance and AD&D Employee Benefit Funds (TransitChek).

If you're not sure that you're 100% qualified, but this sounds like a role you would thrive in – we want you to apply! We believe skills are transferable and passion for our mission goes a long way.

Terra Firma National strongly encourages candidates of all backgrounds and identities, including women, people of color and members of the LGBTQAI+ community, veterans, and individuals with disabilities, to apply.

The deadline to apply is Friday, September 08, 2023. To apply, please submit a resume and cover letter detailing your interest and experience formatted as PDFs at <https://ideali.st/F29oD2>

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties

and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.