



DIRECTOR OF DEVELOPMENT

Job Description

TPAN saves lives by providing services to people affected by HIV, Hepatitis C and other illnesses. Our services include testing, primary medical care through an onsite clinic partnership, group and individual mental health and addiction services provided by licensed staff therapists, case management that links our clients to insurance, prescription drug assistance programs and housing, a needle exchange program and innovative prevention education programs tailored to those most at risk. TPAN's also makes a national impact through its bi-monthly magazine, *Positively Aware*, which provides cutting-edge information about HIV-related research, medications and treatment, while empowering those affected by HIV/AIDS and related conditions.

JOB SUMMARY:

Reporting to the CEO, the Director of Development is a member of the senior management team responsible for making strategic decisions affecting TPAN. In partnership with the CEO, Board of Directors and the Development team, this position is responsible for all fundraising and development activities. The new Director of Development will build upon existing relationships and bring new, long-term relationships to the table, while increasing TPAN's visibility, impact and financial resources. The Director of Development will design and implement a comprehensive development plan that includes diversifying the existing development portfolio, building new key external alliances and cultivating individual and philanthropic support, as well as building upon existing support in all areas.

The Director of Development will have primary responsibility for establishing and implementing the infrastructure needed to grow TPAN's budget through solicitation of major gifts, corporate and foundation support, special events, grants and planned giving. The position will be directly responsible for all private revenue.

The Director of Development will work closely with other team members to secure funding for new initiatives, with experience doing so during times of change. The Director of Development will also work closely with the Board of Directors as it takes on a more active fundraising role.

PRIMARY DUTIES:

- Work with the CEO, senior management team and development team to implement a comprehensive development strategy to include individual, corporate, events, foundation and government grants
- Develop and implement a communications program aimed at cultivating deeper ties with current and potential donors and funders, as well as expanding our reach throughout the community and nationally
- Collaborate with the Director of Finance to develop and implement TPAN's financial strategy as it relates to development and programming
- Coordinate the design and implementation of an individual, corporate and organizational giving strategy
- Monitor all donor information, provide analysis to CEO, senior management team and report on progress to development team
- Represent TPAN at community events and functions
- Develop and maintain a portfolio of major donors



- Supervise the development staff with respect to all areas of development, including but not limited to: events management, marketing and communications, grants and advertising sales for Positively Aware magazine
- Comfortable working remotely with the ability to manage a team

QUALIFICATIONS:

- At least 10 years of professional experience in a nonprofit organization, with proven success in a Director of Development role involving managing and forging relationships with multiple donor sources and management of a team
- Successful track record both making and closing large financial asks that includes expanding existing donor relationships and the cultivation of new donor relationships
- Excellent written and oral communication skills, including being comfortable in public speaking
- Excellent organizational skills
- Ability to work independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of TPAN
- Passion for TPAN's mission
- Strong time management skills
- Demonstrated cultural competence in working with the LGBTQ community, people of color, and/or those affected by HIV/AIDS or related conditions
- Proficiency with Raiser's Edge, Power Point, Excel
- Experience with developing and executing donor communications strategies
- Proficiency with digital/social media

Please send cover letter and resume to careers@tpan.com for immediate consideration.

TPAN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. TPAN makes all hiring and employment decisions without regard to race, color, religion, sex, gender, gender identity, sexual orientation, age, marital status, parental status, disability, HIV status or military service.

The purpose of this job description is to signify the general nature and level of work performed by the employee within this function. Due to the nature of the organization, the responsibilities associated with this job may change from time to time in accordance with the organization's needs. The organization reserves the right to assign or reassign duties as deemed necessary by the direct supervisor and management.

Job Type: Full-time

Salary: Commensurate with experience, plus an excellent benefits package.