

Contract Position, Development Administrator



Every Child. One Community. Cradle to Career.

Under the direction of our Director of Development, the Development Administrator coordinates and supports our efforts to secure financial support for the Foundation for Tacoma Students Mission. Those responsibilities include supporting the Director of Development in the areas of Grants, Sponsorships, Individual Giving/Major Gifts, and Events. This position has primary oversight of Development administrative and data management

ABOUT US

Founded in 2010, the Foundation for Tacoma Students (FFTS) is a non-profit organization that serves as the backbone organization for the Graduate Tacoma movement. FFTS seeks to build and strengthen the Graduate Tacoma community-wide movement to help every child achieve success from cradle to career.

RESPONSIBILITIES

Grant Management

- Assist Development Director to coordinate grant tracking and meet grant submission and reporting deadlines.
- Assist in the creation of supplemental documents and/or presentations as required for grant applications, reports and/or awards.
- Track and monitor on a monthly basis all deadlines regarding contracts, grants, and corporate/individual donors ensuring that deadlines are met.
- Produce reports, update workflow dashboards, and track stewardship solicitation tasks to accomplish grant/donor cultivation goals.

Development Coordination and Support

- Provide administrative support and coordination for donor research, engagement, stewardship and retention, fundraising events, corporate engagement, and grants.
- Support increased Individual/Major Gifts, donor participation, donor retention, event revenue, and other goals as set forth in coordination with the Director of Development.
- Provide proofreading & editing support for Development communications.

Donor Relationship & Data Management

- Administer and update Development tracking systems for Individual, corporate, and foundation gifts and donor stewardship.
- Produce internal reports, research, and summaries with primary responsibility for Individual/Major Gifts.



**FOUNDATION FOR
TACOMA STUDENTS**

919 South 9th Street • Tacoma, WA 98405 • 253.272.1600 • www.GraduateTacoma.org

Building and strengthening the Graduate Tacoma community-wide movement to help every student achieve success from cradle to college and career.

PREFERRED EDUCATION & EXPERIENCE

- Bachelor's degree preferred.
- Ideally at least 1 year experience in Nonprofit Development or Program Support; or 3 years in Administration.
- Knowledge of Development strategies and techniques.
- Knowledge of the Donor stewardship process.
- Demonstrable competence in oral and written communication.
- Strong computer skills including contact management software (CRM), cloud-based applications and office productivity tools such as G-suite/Microsoft 365).

If you meet the above expectations, plus you can plan, prioritize and coordinate multiple projects as well as gather, analyze and evaluate a variety of data, while meeting deadlines under pressure, we encourage you to apply to join our team of motivated, engaged, and enthusiastic staff members at the Foundation for Tacoma Students.

COMPENSATION

This position is a contract position. This position will begin January 11, 2021 and remain in effect through July 2021 with potential for further extension and/or conversion to full or part-time employment. Evaluation of scope of work and need from this contract position will be determined and may be extended thereafter and memorialized with an addendum. This contract will pay an hourly rate of \$20-30/per hour DOE, ranging between 30-40 hours per week. This position is not eligible for benefits or retirement. This position will work remotely.

CONTRACT DETAILS

Agreement to the terms of this contract confirms that the contractor understands the following: This contract is effective beginning January, 2020 with an evaluation of its need and continued services in July 2021.

- This is a contract position that does not provide benefits.
- This contract position will work varied hours with interaction with the Director of Development and other FFTS Staff as needed.
- There are no expectations for the contract position to work out of the FFTS office.
- The contract will not exceed \$35,000.00.
- This position may be terminated early by either party if workflow decreases or is eliminated and/or the budget limit is reached.

PAYMENT

Upon agreement to the terms of this contract, the contractor will invoice the Foundation for Tacoma Students according to the organizations reimbursement process. Once invoiced, the Foundation for Tacoma Students will process payment directly to the contractor.

HOW TO APPLY

Please email your intent to apply along with your Resume to hr@graduatetacoma.org using the subject line "Application for Development Administrator - YOUR NAME." No phone calls, please.

