



The Foster Alliance
Individual Development Manager

RECRUITMENT REDEFINED.

<https://thefosteralliance.org/>

The Foster Alliance (TFA) supports the foster care community in Arizona and New Mexico by providing essentials to benefit children on the foster care journey believing all kids deserve a chance to win! Therefore, our vision is that every child on a foster care journey thrives. Always.

Team members bring their individual strengths to complement TFA's mission and values. Each team member has a specific role as we strive to create a culture within the organization that is compassionate, human-centered, and innovative.

SUMMARY: Identify, cultivate, solicit, and steward contributions from individuals in support of TFA, focused on leadership giving. Provide staff leadership to plan, implement, evaluate, and continuously improve TFA's individual giving program. Collaboratively work with the Development Team, volunteers, and staff members throughout TFA, to provide stewardship to the organization's donors with the goal to generate revenue, increase the number of donors, and create raving fans. The position works closely with the VP Resource Development to fully implement the Individual Giving program.

DUTIES & RESPONSIBILITIES:

Individual Donors: (55%)

- Accountable for growing the organization's individual giving program (dollars and donors) in support of the mission by connecting directly with donors.
- Serve as the main point of contact for leadership donors and those with the capacity to become leadership donors, with a focus on building long-term and engaging relationships.
- Create individual goals and touchpoints for donors or potential donors, with timelines, within the portfolio, based on giving history and knowledge of the donor and maintain an active database with these donors (i.e., Moves Management.)

Donor Research & Tracking: (25%)

- Tracks data, moves management, and activities in CRM (Salesforce) and regularly reports on trends, progress, and prospect pipeline.
- Qualify Leadership donors and prospects and solicit contributions for TFA.

Leadership Giving Program: (15%)

- Develop and implement strategies to grow an effective and engaging Leadership Giving Program.
- Discovers investment opportunities for current and potential donors aligning with TFA's mission through listening conversations with Development Team and Program/Service Leads.

- Leads the creation, logistics, and implementation of a Leadership Giving Stewardship events, as needed.

Other Duties: (5%)

- All positions are expected to support inter-departmental cross-training. At times, additional tasks are required, and employees are expected to be flexible and adjust to benefit the organization's mission.
- Maintain ongoing and open communication with your direct supervisor as well as other leadership and colleagues!

EDUCATION AND EXPERIENCE

- A college degree or a combination of education and comparable experience is required for this position.
- Two or more years of fundraising/sales experience required; experience securing \$1,500+ contributions from individual donors preferred
- Knowledge of foster community
- Understanding of donor motivation and how to effectively engage donors
- Previous nonprofit or professional association board service preferred

SKILLS, ABILITIES & ATTRIBUTES

- **Skills:**
 - Working understanding of philanthropic giving instruments
 - Experience working with high-level donors and volunteers
 - Excellent interpersonal and relationship building skills
 - Strong oral and written communications
 - Advanced organizational skills and the ability to manage multiple projects
 - Proficiency with relationship management and prospect research software
- **Abilities:**
 - Work on a desktop and/or laptop computer for multiple hours a day
 - Comply with TFA policies and procedures
 - Always maintain confidentiality
 - Uphold the American Fundraising Professional Code of Ethics and Donor Bill of Rights
 - Deliver excellent customer service to all constituents
- **Attributes:**
 - Creative problem solver
 - Dependable team player
 - Adaptable/flexible while working on focused tasks
 - Detail-oriented while understanding how tasks relate to overall mission
 - Embraces new challenges in support of organizational success
 - Have a current driver's license with a clean driving record

COMPENSATION & BENEFITS:

This is a full-time salaried position with a salary range of \$58K-\$75K annually. Full access to TFA's comprehensive benefits package per the Benefit Fact Sheet. While the full range reflects long-term growth potential, TFA offers typically fall within the lower half of the range based on experience. Full access to TFA's comprehensive benefits package per the Benefit Fact Sheet.

WORK HOURS & ENVIRONMENT

This job regularly operates in a professional office and warehouse environment near outside weather conditions. The role routinely uses standard office equipment such as assigned workstation, computer, phone, copier, and file cabinet. This position operates out of the Phoenix office and has responsibilities for donors throughout Arizona and New Mexico. It is a requirement to be willing to drive various distances for meetings, programs, or as needed. Occasional overnight travel is required. Must be willing to work a minimum of 40 hours a week, including evening and weekend hours as needed.

WHY CONSIDER THIS OPPORTUNITY?

- To be a part of a mission that directly affects and improves the lives of foster children across the states of Arizona and New Mexico.
- The Foster Alliance is the largest provider of Essential Services for children in foster care in Arizona with exceptional results. 2024 year-end results supporting over 8,632 foster kiddos, and 5,022 care providers. In 2025, TFA is now serving the foster community in New Mexico as well and the Individual Development Manager will be essential in building TFA's community relationships and programs to make a difference in the lives of many foster families!
- The chance to work with compassionate, mission-driven employees and serve alongside volunteers who genuinely care and readily have a "can-do" approach.
- Continued professional growth opportunities as TFA expands.

For more information, please contact:**Leah Brown**

Practice Leader

(602) 612-5574

LBrown@duffygroup.com**Colleen Neese**

Practice Director

(602) 802-8329

cneese@duffygroup.com