



**The Foster Alliance
Development Manager**
3110 E Thunderbird Rd #100
Phoenix, AZ 85032
<https://thefosteralliance.org/>

COMPANY HISTORY & OVERVIEW:

The Foster Alliance (TFA) supports the foster care community 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 creative, human-centered, and innovative.

POSITION DESCRIPTION:

Identify, cultivate, solicit, and steward contributions in support of TFA. Provide staff leadership to plan, implement, evaluate, and continuously improve TFA's 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 of generating revenue, increasing the number of donors, and creating raving fans.

DUTIES & RESPONSIBILITIES:

Donor Interaction: (55%)

- Accountable for growing dollars and donors in support of TFA's mission.
- Serve as a point of contact for organizational (company and foundations) donors, with a focus on building long-term and engaging relationships. *Expected to spend 60-80% of time connecting with donors.*
- 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%)

- Track data, moves management, and donor engagement activity, in CRM (Salesforce) and on a regular basis report on trends, progress, and prospect pipeline.
- Qualify donors and prospects for TFA.

In-Kind Giving Partnership Program: (15%)

- Implement strategies toward closing key accounts that align with TFA's In-Kind Giving Partnership Program.
- Lead the creation, logistics, and implementation of In-Kind Stewardship Events.

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 with specific experience in one or more of the following is necessary: corporate (organizational), individual, and /or grants
- Experience and understanding of donor motivation and how to effectively engage donors
- Previous nonprofit or experience on a board 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:

- Knowledge of foster community and willingness to have personal philosophies challenged (is part of TFA's lifelong learning culture)
- 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. 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 environment and warehouse environment near outside weather conditions. The role routinely uses standard office equipment such as assigned workstation, computer, phone, copier, and file cabinet. Must be willing to drive various distances for meetings, programs, or as needed and have a clean driving record and willingness to operate/drive our TFA vehicles and has a physical ability to lift and move various size containers weighing up to 20 lbs. In addition, this position requires a minimum of a 40-hour work week, including evening and weekend hours as needed.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be

an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. TFA reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

TFA is an equal opportunity employer and values a diverse workforce and an inclusive culture.

WHY CONSIDER THIS OPPORTUNITY?

- To be a part of a mission that directly affects and improves the lives of foster children across the state of Arizona and New Mexico.
- An excellent opportunity to be part of a team that will lead this vital nonprofit to the next level utilizing innovation, design thinking, quality improvement strategies, and change management approaches.
- 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.
- 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.
- To have an opportunity to make a difference in the lives of many!