



POSITION DESCRIPTION

POSITION TITLE: Development Manager
REPORTS TO: Director of Development
CLASSIFICATION: Full-Time / Exempt Position
CREATED: October 2025

COMPANY HISTORY & OVERVIEW:

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.

POSITION SUMMARY:

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 the main point of contact for organizational (company and foundation) 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%)

- 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%)

- Drive strategies to secure and expand key in-kind partnerships aligned with TFA's organizational needs.
- Research, prospect, and manage a pipeline of high-value in-kind partners.
- Steward existing in-kind relationships in compliance with tracking requirements and SOPs.
- Strengthen corporate engagement to increase in-kind support and long-term partnership growth.

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
- Experience with Salesforce 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 (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. 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 drawers. 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.

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



This opportunity is being managed by Total Presence Management on behalf of TFA.

To be considered, please complete one of the following:

- Email your resume directly to Recruiter Dylan Carioscia at Cariosciad@totalpresencemgt.com
- Apply online at www.totalpresencemgt.com

After applying, candidates are encouraged to call our office to confirm receipt of their resume and receive application assistance if needed.

Total Presence Management
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