



5604 Solway Street, Pittsburgh, PA 15217

412.421.3889  
tryingtogether.org

**Position:** Assistant Director of Development

**Full-Time | Salary Range:** \$60,000 - \$65,000

**Culture:**

Trying Together’s mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

**Purpose:**

The Assistant Director of Development will be responsible for implementing specific plans and strategies to build relationships with and solicit support from individual, major, planned, and corporate donors. They will research and identify potential donors, develop strategies to solicit support, and provide ongoing stewardship aimed at retention. Responsibilities will include, but not be limited to, developing a corporate benefits package, and soliciting corporate support including sponsorship/underwriting and EITC, and relationship building with individual major and planned giving prospects and donors, including monthly/recurring donors. The Assistant Director will utilize NeonCRM to track and plan relationship building strategy steps with donors and funders. With the support of the Grants Manager, they will monitor, track, and report fundraising results. This position reports directly to the Director of Community Relations.



**Responsibilities:**

- With the Director of Community Relations, prepare and manage an annual plan for private philanthropy at Trying Together, with specific strategies to meet the financial goals identified in the annual budgeting process and strategic plan.
- As part of the annual plan, manage a portfolio of major gift donor and prospects, both individuals and corporations. Enter reports of all contacts and gifts in the NeonCRM donor database in a timely fashion.
- Work with board and staff to identify potential individual and corporate major gift prospects. Develop and implement strategies to identify and acquire new individual donors at all gift levels.
- Conduct monthly major gift portfolio review and strategy planning meetings, schedule meetings, prepare agendas, and ensure necessary data is available for discussion. Support Executive Director and Director of Community Relations with management of their portfolios.
- Develop specific strategies for solicitation and stewardship of corporate support for Trying Together, including sponsorship opportunities and EITC. Develop and execute strategies to secure corporate sponsorship, work with Director of Community Relations and other leadership staff to identify sponsorship opportunities, identify potential sponsors and develop sponsorship benefits. Manage the solicitation and acknowledgment process. Identify prospects for EITC gifts and develop and manage solicitation and acknowledgement process.
- Work with leadership staff to maintain and prioritize a list of fundable projects that will enable solicitation of major gifts from individuals and corporations “with purpose.”
- Work with the Assistant Director of Communications in developing and implementing various forms of solicitation for entry- and mid-level gifts as well as recurring/monthly gifts including mail, email, social media, and events. Oversee progress, timelines, and goals (as related to the annual fundraising plan) for each solicitation strategy and overall giving.



- Work closely with the Assistant Director of Communications to develop and implement a communications/marketing plan focused on donor acquisition, solicitation, cultivation, and stewardship, including donor recognition opportunities. Specific focus on communications strategies aimed at converting child care professionals/clients to donors.
- Plan and manage events for donor cultivation and stewardship, including community awareness building events organized and implemented by the Development Committee/Board of Directors.
- Develop surveys to gather feedback related to fundraising from donors, prospective donors, and clients/child care professionals, and manage data gathering and analysis with support from the Grants Manager.
- Work with the Grants Manager to ensure accuracy and effectiveness of all data related to donors, prospective donors, funders, gifts, contacts, and relationship building.
- Related duties as assigned.
- Consistently use the NeonCRM platform to build relationships with constituents, record data that
  - measures project performance, and to support continuous quality improvement in the
  - organization's resources and services.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Promote and support the vision, mission, and goals of Trying Together. To learn more, visit [www.tryingtogether.org](http://www.tryingtogether.org).

**Qualifications:**

- Three to five years of fundraising/development experience with an understanding of donor identification, relationship-building, and solicitation of gifts from individuals and/or corporations.



- Bachelor's degree in education/human development, social work, nonprofit administration, communications, or similar.
- Proficiency in Microsoft Office, experience with donor database systems; NeonCRM a plus.
- Excellent oral and written communications skills.
- Strong analytical, creative, strategic, organizational, and personal skills.
- Ability to prioritize and execute tasks in an efficient manner.
- Enthusiasm for professional growth and the ability to self-start.
- Commitment to teamwork and collaboration.
- Knowledge, interest, or experience in advocacy, community engagement, nonprofits, and/or the early care and education field is helpful.
- Ability to work nights and weekends as needed.
- Some overnight and statewide travel required.

**Required Clearances:**

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.
- Valid Driver's License and proof of insurance.

**Required Training:**

- Mandated Reporter Training (must be completed in the first month of placement).
- NeonCRM Training (required and recommended online courses must be completed in the first three months of placement).
- PQAS Professional Development Instructor Certification (must be obtained within the first year of employment).





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**Benefits:**

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

**Interested Applicants:**

Applicants can apply and upload their cover letter, resume, and three work-related references at [tryingtogether.org/careers](http://tryingtogether.org/careers). Phone calls will not be accepted. Posting will remain open until filled.

