



**JOB TITLE:** Greater Philadelphia Director of Development  
**LOCATION:** Philadelphia, PA - (Hybrid)  
**STATUS:** Full Time (Exempt)  
**SALARY & BENEFITS:** \$120,000 - \$140,000 plus a comprehensive benefit package

## **TGR FOUNDATION**

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal, and potential is limitless. With an unwavering commitment to impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students connect passion with purpose through signature programs focused on in-person, project-based learning, skills development, college access, career readiness and educator professional development. For more information, visit [tgrfoundation.org](http://tgrfoundation.org) or connect with the organization on [Facebook](#), [Twitter](#) and [Instagram](#).

## **OVERVIEW**

Reporting to the Chief Development Officer, the Director of Development- Tristate is a critical member of the development team working in partnership with the Director of the TGR Learning Lab. This key person is responsible for building a comprehensive fundraising program aimed at supporting the ongoing operations of the TGR Learning Lab in Philadelphia as well as national program needs for TGRF through all fundraising sources. Responsible for a fundraising goal annually, to support programming activities in the Greater Philadelphia area.

## **KEY RESPONSIBILITIES**

- High energy, competitive and achievement driven focused on fundraising in the Tristate area.
- Build a comprehensive fundraising program and plan aimed at supporting the ongoing operations of the TGR Learning Lab in Philadelphia as well as national programs for the TGR Foundation.
- Generate a diverse pipeline comprised of corporate, foundation and individual givers. Build and implement cultivation, solicitation, and stewardship plans for qualified donors.
- Solicit and close new gifts, as well as partnerships.
- Responsibilities include donor communication and relationship management, event planning and implementation, and donor fulfillment.
- Assists with the identification, engagement, and solicitation of local advisory board members.

## **REQUIREMENTS**

### **Experience**

- Minimum 5 years of relevant work experience.
- Relevant Minim Bachelor's degree or equivalent experience preferred.
- Salesforce experience preferred but not required.
- Ability to travel up to 20%

**Skills**

- Ability to close sales and new business.
- Ability to cultivate key community relationships including corporate, foundation and individual philanthropists in the Greater Philadelphia and Tri-state area.
- Excellent written and verbal communication skills.
- Proven success with managing budgets, training volunteers, utilizing timelines, and translating data into action plans.

**TO APPLY**

Please submit the following materials via email to Katie Vazquez ([kvazquez@tgrfoundation.org](mailto:kvazquez@tgrfoundation.org)):

- Cover Letter
- Resume

No phone calls please.

**TGR Foundation is proud to be an Equal Opportunity Employer.**

*This job description is illustrative of duties typically performed by this job; it is not intended to be an exhaustive listing of every job responsibility. Because job responsibilities may change from time to time, TGR Foundation reserves the right to add and/or remove job responsibilities from this position.*