JOB DESCRIPTION
Director of Development

SALARY RANGE: $84,000-$90,000 Annually
REPORTS TO: Chief Executive Officer (CEO)
LOCATION: Hybrid, Northern California
EMPLOYMENT TYPE: Full Time

ABOUT TRADESWOMEN INC.

Tradeswomen, Inc. (TWI) is a Bay Area non-profit organization that was established in 1979, with the mission of increasing the number of women working in the building trades and ensuring that they can thrive in their construction careers. TWI is a workforce development organization that is rapidly expanding and evolving into new territories.

Through the development of strong collaborative relationships with TWI’s partners, including local union representatives, cooperating employers, community-based organizations, workforce development programs and public agencies, TWI accomplishes its mission by concentrating on three key strategies:

1. **Recruitment**: Attract, recruit and train women from low-income communities to the building trade industry through community outreach, marketing, and apprenticeship opportunities.
2. **Retention**: Provide the supportive services needed to enable women to stay in the trades, including mentoring, child care, support networks, and the elimination sexual harassment.
3. **Leadership Development**: Provide women with the skills to advance on the job and in their unions; create tradeswomen forums and partnerships to enact policy reforms that will enhance recruitment and retention.

TWI also believes apprenticeships and an expansive network of partnerships are critical in launching women into high-wage building trades careers.

WHY JOIN OUR ORGANIZATION?

By increasing the participation of women in the construction trades, TWI is making a lasting economic impact! The Bureau of Labor Statistics estimates that the construction industry will grow by 4% between 2021 and 2031, approximately 168,000 new good paying jobs. While women's participation in the construction industry at a rate of 10.9%, most of the jobs held by women are office or sales positions. Tradeswomen make up only 3% of the construction workforce nationwide. Building and Trades job opportunities
have above average earning potential, the inclusion of benefits, and union representation.

California has approximately 90,000 construction and non-construction apprentices. The largest number in the nation! However, only 8,000 (11%) of these positions are held by women! When construction union apprenticeship programs are separated out the number is even lower. TWI concentrates on construction union apprenticeship programs because these positions have higher wages and benefits.

This is why TWI works hard to educate women about these opportunities and why we work hard to retain women in the industry. TWI is changing lives and generational trajectory one woman at a time! AND we need people like you, to be a social change agent to continue our mission.

**BENEFITS**

In addition to medical, dental, and vision coverage and the opportunity to contribute to a 403b, TWI provides paid time off in the form of PTO, sick time off, self-care wellness days, holidays and birthday leave.

**JOB SUMMARY**

The Director of Development reports to the Chief Executive Officer (CEO) and is responsible for researching, applying for, securing and overseeing new and recurring funding sources, including private grants, foundation monies, and programmatic funding from state, local, and federal government agencies. The Director of Development develops and implements fundraising and grant strategies to meet the short- and long-term financial needs of TWI. They are instrumental in securing additional funding so that TWI can increase the number of women reached in Northern California and expand to serving women in Southern California. Additionally, they are responsible for implementing and maintaining data systems that support grant, fundraising, reporting, application and event planning.

The right candidate is committed to increasing women’s self-sufficiency through access to high-paying blue-collar craft careers. They will be committed to the strategies that TWI utilizes including, apprenticeships, supportive services, and industry reform. If this job is right for you, you will be able to successfully work remotely, be self-directed, and have experience working in strong team and organizational partnerships. The person we are looking for is also an expert relationship builder and expands TWI’s connections with people, organizations, and companies to increase our influence and brand recognition. To be successful in this role you must stay abreast of changes in the construction trades, grant funding, foundational funding opportunities, and creative fulfillment of contractual obligations.
JOB DUTIES AND RESPONSIBILITIES

- Secures financial support from individuals, foundations and corporations at state, local and federal levels
- Reviews and expands TWI’s list of targeted funding sources based on the organizations expanded territory and programmatic offerings
- Applies to new funding sources with the letter of intent and other required documentation in partnership with the COO
- Is integral in the application process of new funding with the CEO and growing development team
- Maintains and expands donor relationships
- Evaluates previous fundraising activities and proposes process improvements
- Develops and implements TWI’s annual fundraising and grant procurement strategies
- Identifies risks and adapts strategic plans and processes to ensure TWI meets all contractual obligations
- Develops and maintains calendar of grant proposal due dates and plans grant writing activities to ensure TWI’s submissions are timely
- Carefully reviews and meticulously follows instructions, policies, and guidelines when completing applications for funding
- Keeps needed materials including, narratives, statistics, and financial statements readily available for funding applications, presentations, and partner meetings
- Creates, updates, and maintains a list of potential financial donors including corporations, foundations, and individuals
- Oversees the fundraising process and maintains records of receipts and disbursements of funds
- Develops and tracking proposals and reports for all foundation and corporate fundraising
- Plans fundraising events and other special events that effectively communicate TWI’s mission
- Provides support to COO in managing grant expenditures to ensure they are aligned with contractual requirements and properly documented
- Trains programmatic staff to properly document statistics and other information needed to demonstrate return on investment to funding sources
- Tracks and documents program outcomes, compliance, invoices, and payments
- Responds to coworkers, partners, and other stakeholders in a timely and effective manner
- Utilizes fundraising grant management software and databases, including Salesforce to track progress throughout the year and not limited to other databases
• Explores software that will be utilized for this position
• Coordinates meetings with various stakeholders, funders, donors with the CEO and other TWI leadership as needed in partnership with the Director of Administration
• Completes other duties as assigned

KNOWLEDGE AND SKILLS

• Ability to use Salesforce and other databases to extract data and create reports
• Ability to successfully manage project and event planning
• Ability to perform all tasks in a manner that demonstrates organization, accuracy, thoroughness, and the ability to review the work of others for quality
• Exceptional written and verbal communication skills as to communicate with employees, the executive team, TWI Board of Directors, and donors
• Must possess cultural competency and the ability to communicate effectively in a culturally sensitive manner with both individuals and groups from diverse backgrounds
• The ability to balance competing demands for time and prioritize workload to meet deadlines
• Advance Proficiency in Zoom, Microsoft Office, Google Workspace, and databases, including Salesforce

EDUCATION AND EXPERIENCE

• Bachelors degree in Finance, Accounting, or similar field required
• Five years of experience in grant management, fundraising for a nonprofit organization highly preferred

PHYSICAL REQUIREMENTS

• Frequent talking and hearing conversations
• Long periods of walking, sitting, or driving
• Lifting items that weigh up to 25lbs; reaching, bending, carrying, and stooping within the daily routine of tasks and activities

WORK ENVIRONMENT

• Hybrid, must live in California
• Must be willing to travel statewide for various locations, events, conferences, and meetings, as needed.
• Up to 30% travel to TWI locations throughout California, as needed

GROWTH OPPORTUNITY

AT TWI, we believe employee retention and growth are essential to the success of our mission. We are committed to providing professional development, coaching plans, and opportunities to our employees.

For consideration please forward resume and cover letter to Recruiting at careers@tradewomen.org

TWI is an equal opportunity employer and seeks qualified applicants without regard to race, color, sex, religion, national origin, age, disability, marital status, or sexual orientation.