



Telamon Corporation

Transition Resources Corporation

Position Announcement and Leadership Statement

DIRECTOR OF DEVELOPMENT

TELAMON CORPORATION

RALEIGH, NORTH CAROLINA



Building Better Lives...One Step at a Time

Telamon is a private, nonprofit organization which seeks to improve the lives of those in need.

Since 1965, Telamon has been helping individuals access educational services that lead to better jobs, better lives, and better communities. Headquartered in Raleigh, North Carolina, Telamon is a nonprofit organization that offers services in 11 states – North Carolina, South Carolina, Georgia, Alabama, Virginia, West Virginia, Tennessee, Delaware, Maryland, Indiana, and Michigan.

Telamon teaches customers to access resources in their community, overcome barriers to employment or manage their finances. While not every service we provide will lead directly to better jobs and better lives, what we do often lays the foundation upon which our customers can build a better future through our [three core areas](#).

- **Early Childhood & Family Support** – We promote early childhood education through our Head Start programs - and encourage parents - with diverse services, from child development education to family support services.
- **Workforce & Career Services** – We link youth and adults to educational opportunities that lead to better jobs and careers.
- **Housing and Financial Empowerment** – We provide support to individuals and families, leading to financial security, stable housing, and homeownership if they choose.



Role of Director of Development

The ideal candidate must have a deep appreciation for and understanding of rural communities and the state's current philanthropic climate. A strong background in board relations, major gifts, corporate, foundation and private and public grant fundraising is essential. The candidate must thrive on working independently to create a vibrant development function and be able to lead the board, leadership, and staff to embrace private philanthropy as a critical component of the long-term sustainability of the organization.

The Director of Development will be responsible for managing the strategic direction and tactical implementation of a comprehensive fundraising program that is relationship driven with a focus on major gift corporate and foundation grants fundraising as the priority. This position will work closely with the Executive Director and Telamon's Governing Board in building a diverse set of donor prospects across North Carolina and the other states within the Telamon service area and establishing a culture of philanthropy for the Telamon Corporation. The development director will be a member of the organization's executive leadership team and directly supervise the development and marketing team.

Essential Duties and Functions

- Collaborate with the Executive Director, Governing Board, and Telamon staff to create a fund development plan that increases funding to support Telamon's strategic direction—special attention toward establishing a network of diverse donors is critical;
- Build upon and expand relationships with stakeholders to attract philanthropic support;
- Plan and execute effective donor cultivation, recognition, and stewardship;
- Work with the leadership team to develop proposals for corporate gifts and foundation grants;
- Spearhead and lead development training of Telamon's Governing Board, Executive Team and other stakeholders;
- Develop and implement strategies to create a philanthropic culture throughout the organization and with the Governing Board;
- Lead and manage research for public and private grant sources (e.g., government, corporations, and foundations) to identify sources of restricted and unrestricted funding;
- Supervise and coordinate activities to maintain complete and accurate records of all contributions and grants using a donor database;
- Interface with the finance office to fulfill information requests and maintain reporting accuracy of all philanthropic income.

Desired Qualifications

Telamon Corporation offers a competitive salary and benefits package commensurate with experience. The successful candidate will possess the following qualifications and traits:

- A proven track record in major gift fundraising with a minimum of five years of experience, (emphasis on individual fundraising and donor relations);
- A minimum of a bachelor's degree is required and professional certifications are preferred;
- Strong organizational skills and the ability to work independently with little administrative support;
- Excellent interpersonal skills and the ability to build and maintain major donor and executive-level relationships on behalf of Telamon;
- Superior written communication and proposal development skills;
- The ability to travel as needed throughout the service areas of Telamon.



Procedure for Candidacy

Telamon Corporation has retained Capital Development Services to assist with professional recruitment. **Nominations, expressions of interest, and applications must be submitted via email to searchservices@capdev.com.** Candidates should include a cover letter, a resume, and a list of three references. All material will be confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208.