



Tech Valley Center of Gravity (TVCOG), the Capital Region's premiere Makerspace, is looking for a part-time (20 hr/week) Development Manager.

A successful Development Manager will use their skills in communications and fund development to mobilize resources, both financial and human, to create meaningful engagement with the community in support of our mission.

TVCOG is a 501(c)(3) non-profit Makerspace, manufacturing incubator, STEAM education center, and creative community located in the heart of downtown Troy, NY. **Our mission is to provide access to innovative resources, equipment, and education to diverse communities in the Capital Region.**

About the Position

The Development Manager of (TVCOG) serves as the executive responsible for the organization's general fundraising, and as one of the executives responsible for the organization's public relations & partnerships. This position is an outward-facing role, with the Development Manager serving as an ambassador for TVCOG with community partners and members.

The Development Manager will be charged to provide leadership around successful fund development. The successful candidate will steward our supporters and the growth of our brand, while working to grow the organization's funding and ensuring excellent service to members and the broader community.

The Development Manager reports directly to the Operations Director and will work with TVCOG staff, volunteers and the Board of Directors to meet their goals.

Task & Responsibilities

- Quantifiable Fund Development Tasks:
 - Working with the Board and Staff to maintain our existing annual donor and sponsorship targets of approximately \$50,000.
 - Identifying and driving new funding opportunities which align with TVCOG's mission & vision, with a focus on fund development for general operating support/organizational capacity.
 - Researching donor/sponsor prospects and maintaining a prospect list/donor database.
 - Actively performing outreach to donor/sponsor prospects and executing prompt acknowledgement of donations.
 - Working with the TVCOG Board to manage, plan and execute TVCOG's current large annual fundraising programs: the Annual Appeal and Giving Tuesday campaigns.
 - Actively performing community outreach with the goal of creating & sustaining transformative partnerships and sponsorships; this includes outreach with government officials at the City, County, State and Federal levels.
 - Assisting with the planning and execution of other fundraising events and public programs, ensuring necessary follow up after fundraising events.

- **Grant Management & Administration Tasks:**
 - Working with the Board and Staff to maintain our existing annual grant targets of approximately \$200,000.
 - Researching and writing grants, maintaining a grants calendar, and submitting grant reports.
 - Working in direct partnership with the Programs Manager on program-specific grants, including grants supporting the Community Access Fund and THINQubator programs.
 - Working in collaboration with the Operations Director for fund development efforts specific to the Manufacturing Business Incubator.

Qualifications

TVCOG is committed to maintaining a positive and equitable working environment; as such, we encourage applicants of all backgrounds and education levels with relevant skills and experience to apply.

Qualified applicants should demonstrate quantifiable success in fundraising, grant writing and management, and stakeholder relationship development. TVCOG is a non-profit organization with a small staff; the ideal applicant is an enthusiastic, motivated team player who practices professional accountability. Strong communication and leadership skills are crucial to this role. Proficiency with donor databases and websites, including the NYS Grants Gateway, is highly desirable.

Our mission and vision spans across several official business sectors, each of which offer unique fund development opportunities for the organization. As such, candidates must have experience in at least one of the following sectors: economic development, workforce development, STEAM education, creative economy, maker or craft-tourism, incubation and/or product development.

A successful candidate will be also be able to demonstrate:

- Knowledge of Makerspaces and their roles in the community.
- Familiarity with the greater Capital Region area as well as the community leaders, key donors, and important community issues.
- Strong planning and organizational skills.
- Strong communication skills, both written and interpersonal.
- Experience with Google business suite (Gmail, Docs, Drive, etc).
- Experience with current social media platforms (we currently use Facebook, Instagram, and LinkedIn) is a plus.
- Experience with a customer database (we use CiviCRM, but experience with any CRM will be helpful) is a plus.

Physical Demands

While performing the duties of this job, the employee is regularly required to see, talk and hear. The employee is frequently required to sit and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. TVCOG is a wheelchair accessible space. For the safety of all who visit TVCOG, a COVID-19 vaccination will be required as a condition of employment.

Schedule, Compensation and Benefits

Tech Valley Center of Gravity provides a competitive salary and benefits.

- This is a 20 hour per week, salaried position. Some evenings or weekends are required to attend events.
- Salary range: \$30,000/year (early career) - \$38,400/year (significant experience)
- Benefits include a flexible schedule, a complimentary TVCOG membership, paid time off, and remote work on an as-needed basis.

Applications and Inquiries

To be considered for the position, please submit the following:

- Cover letter, detailing what you hope to bring to the role.
- Resume with a summary of demonstrable accomplishments.
- A writing sample from a successful grant proposal / prior fundraising campaign.
- Three professional references (electronic submissions preferred)

Application materials should be submitted electronically, to both chair@tvkog.net and MooreC5RPI@gmail.com, and addressed as “Attn: Tech Valley Center of Gravity Board of Directors” in the subject line.

Applications received prior to February 28, 2023 will receive priority consideration. However, we will continue to accept applications until the right candidate is found.

More Information About TVCOG

The Tech Valley Center of Gravity (TVCOG) is a 501(c)(3) non-profit organization that serves as the Capital Region's premier Makerspace, providing low-cost access to equipment, tools, technology and space, as well as business expertise, education and resources. TVCOG is also a NY State certified business and manufacturing incubator supported by Empire State Development and an affiliated partner with Innovate 518, the regional innovation hotspot. As a community-based center, TVCOG also offers regular STEAM education programming and classes for young makers through the THINQubator, our children's Makerspace.

The TVCOG cultivates a community of makers, innovators and entrepreneurs to initiate creative collisions resulting in economic and personal growth.

Our Mission is to:

- Provide a flexible, well-equipped facility with the tools and space to inspire collaboration and creative confidence
- Nurture an inclusive culture to enhance innovation among our diverse community of members
- Enrich the next generation of makers/innovators/entrepreneurs with STEAM programming
- Develop and model the role of a non-profit makerspace in supporting its local community

Learn more and take a virtual tour by visiting the website at www.tvkog.net.

The Tech Valley Center of Gravity is an equal opportunity employer.