



The Table Tennis Charity Foundation, Inc., T/A PingPong.GIVES, is looking for a professional, business-minded result-oriented **Development Director** that is motivated to improve Mental Health and Brain Fitness by seeking and securing Grant opportunities in alignment with the Vision of this non-profit, charitable 501 (c) 3 organization.

Development Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Seeks and procures funding opportunities for all departments in the organization. Responsibilities include grant writing as well as project management from inception to completion. The Development Director will be required to pursue relationships with community partners, funding sources, and any entities that may assist the organization in accomplishing its goals.

- Pursue funding, donor, grant opportunities for all Non Profit, Table Tennis Charity Foundation
- Collaborate with President and Board of Directors to assess needs and create development needs
- Cultivate relationships with community partners and other organizations that may possess funding opportunities
- Grant research, writing completion and submission
- Create and manage budgets for projects
- Serve as manager and point of contact for all projects (includes planning, documenting goals, measuring outcomes, and any other tasks needed for implementation)
- Facilitate site visits with granting agencies/organizations
- Report progress on all projects to Board of Directors
- Other duties as assigned.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree in a relevant field of study

REQUIRED: 3-5 years of fundraising, project planning/management and grant writing experience

SKILLS/ABILITIES: Must be fully computer literate, experience with Microsoft Office programs such as Word, PowerPoint, and Excel, must be organized and able to prioritize duties and objectives, some experience with budgeting, creativity with a focus on innovation

WORKING HOURS: Working hours and goals may be set up based on individual needs, in a remote office environment. Have enough work to accommodate 10-20 hours/week for fundraising and grant writing initiatives. Some evening hour meetings will be required to attend. Position could lead to a part time or full time paid opportunity.

COMPENSATION: Unique, and lucrative Performance Based Compensation Plan

TO APPLY: Please email resume' and brief summary of why this position is a mutually good fit for you and the TTC Foundation: Info@PingPong.GIVES