



Tennessee Wildlife Federation Director of Development

The Tennessee Wildlife Federation Director of Development develops and guides department revenue goals and messaging, implements strategic planning to enhance organizational-wide fundraising, and provides leadership for the development department in day-to-day operations.

Job Type: Full-time

Location: Nashville, TN

Reports to: Chief Development Officer

Responsibilities: The Director of Development is responsible for working in the following areas to move the Tennessee Wildlife Federation's mission forward on all fronts in Tennessee. Specifically, this position will work in the following areas of focus:

- Maintain a revenue stream (i.e. relationships with foundations, major donors, businesses, events, etc)
- Under the direction of CDO, oversee implementation of cohesive fundraising strategy and messages throughout all development channels
- Ensure a donor-centric culture that emphasizes personal contact with donors, sincere acknowledgements, and attention to donor details
- Availability after hours and during scheduled holidays, especially around calendar and fiscal year end, is expected to maintain relationships with donors
- Oversee development and financial reporting to various entities and ensure accuracy
- Represent development at senior staff meetings and other senior staff level meetings
- Cultivate relationships and serve as primary liaison with other Federation departments
- Directly manage development staff as assigned

Duties:

Organizational Strategy

- In close coordination with CDO, oversee implementation of a cohesive development strategy among all development staff; strategy to include fundraising from grants, corporate council, annual giving, events, and targeted donors
- Analyze donor and fundraising data, looking for trends and potential gaps
- Inform department budgeting process and track departmental income and expenses
- Work with Deputy Chief of Operations to reconcile fundraising streams, pledges, donations, and expenses, as needed
- Pull lists and reports in donor management software; update donor records as necessary
- Proof and edit development content, acknowledgement letters, direct mail, email campaigns, and proposals

Development Team Responsibilities

- Plan and implement team retreats and strategy sessions
- Oversee new development staff onboarding and training
- Manage development staff to assist with day to day needs, provide training for technology, ensure department goals are being met, and provide messaging and strategy guidance.
- Establish fundraising goals and work plans, with CDO, and report on progress
- Assist staff in developing fundraising goals and work plans
- Host Moves Management meetings for team and oversee updates to Moves Management database
- Facilitate all reporting among staff (i.e. Board reports, fundraising reports, foundation reports, revenue stream reports, etc.)
- Oversee personalized gift acknowledgements
- Oversee planning of events

Development Responsibilities

- Maintain a list of 10-20 active donors and prospects, support CDO as needed
- Establish giving relationships through cultivation of existing and new donors via personal letters, phone calls, and face to face solicitation as directed by the CDO
- Look for potential funding sources to help expand the opportunities state wide
- Engage donors in one-on-one communication

Additional Responsibilities

- Attend Board meetings, socials, and fundraising events. Provide development support to Board requests and assist CDO in Board fundraising strategies
- Attend Development events with donors, as appropriate, to provide support, as needed
- Participate in Senior Staff and monthly staff meetings and bring a development perspective to Federation decision-making
- Stay up-to-date on current fundraising trends and issues
- Other duties as assigned.

Travel: This role requires extensive day trips and occasional overnight travel. The anticipated travel needs for this position is between 5-10 days a month with limited weekend work. Additionally, working evening hours with donor dinners and events as necessary. Holiday work especially around calendar and fiscal year end is expected.

Ethical Hunting Practices: Federation staff know and respect the game hunted, follow all related laws, familiarize themselves with wildlife in the area and behave accordingly. As an employee of the Federation, all employees are expected to follow all state and federal hunting and fishing guidelines and practice ethical and fair chase practices while executing or assisting with program events or in your personal outings afield.

Key Qualifications: As a prerequisite, the successful candidate must believe in the core values of Tennessee Wildlife Federation and be driven by its mission. The candidate will have the following experience and attributes:

- At least 5-7 years of progressively responsible experience at nonprofit organizations, specifically in development and/or fundraising
- Well-versed in nonprofit financials and reporting requirements
- Exceptional relationship building skills

- Ability to manage competing deadlines and communicate effectively
- Attention to detail and professionalism in all written and oral communications
- Public speaking and presentation skills
- Ability to prioritize work and know when to consult with supervisor
- Willingness to travel as needed
- Commitment to confidentiality

Personal Characteristics:

- Must have a passion for the Federation's mission
- Must be able to articulate the benefits and values of mission-driven work
- Professional and friendly, able to handle the day-to-day ups and downs with poise and efficiency, and attention to details
- Strong work ethic with ability to reject setbacks and enthusiastically persist until goals are achieved
- Resourceful and innovative at tackling challenges in a timely manner
- Results oriented team-player who leads by example, is accountable for his/her performance, takes absolute ownership, champions all aspects of administration, and applauds the success of fellow employees
- Approaches work from the Federation's point of view rather than personal
- Self starter

Performance Standards:

- Conducts tasks accurately and in a timely manner
- Practices planning work on a weekly basis utilizing tasks and deadlines
- Communicates changes in schedule with supervisor in a timely manner; including giving adequate notice prior to changes occurring
- Keeps supervisor informed and up to date on all matters pertaining to his/her work
- Participates in all staff meetings
- Treats all superiors, peers, and subordinates with respect
- Work through concerns or issues for a sound and concise resolution within the Federation's operation policies
- Follows all procedures and policies contained within the Federation's Employee Manual

Tennessee Wildlife Federation offers a competitive benefits package and is an equal opportunity employer committed to workplace diversity.