

GILDA'S CLUB MIDDLE TENNESSEE

An Affiliate of the
CANCER SUPPORT COMMUNITY

Gilda's Club Middle Tennessee uplifts and strengthens people impacted by cancer by providing support, fostering compassionate communities, and breaking down barriers to care.

Development & Events Manager, Full-Time

The Development & Events Manager will play an integral part of the development team, helping to provide strategic and annual development planning, assisting in the execution of annual fundraising events, and contributing to overall development team goals. This position provides donor communications and data maintenance to the development and marketing team.

Position reports to: Director of Development & Marketing

Job Responsibilities

Development:

- Assist the Director of Development & Marketing in donor communications and best practices.
- Work with the Development & Marketing Team to brainstorm and create meaningful and impactful fundraising campaigns (ie: Giving Tuesday, Monthly Sustainers, etc.)
- Assist the CEO in the preparation of board meeting materials and other administrative duties.
- Collaborate with Director of Development & Marketing and CEO to identify and prioritize potential funding opportunities, including corporate sponsorships, community partnerships and third-party events.
- Provide writing support for other development efforts, including acknowledgements, stewardship, cultivation and funding requests as needed.
- Maintains development reporting and compliance.
- Other duties as assigned by Supervisor or CEO.

Events:

- Responsible lead for planning and execution of one existing, major fundraising event each calendar year.
- Engage volunteers, board, and donors in event planning and execution.
- Manage volunteer stewardship and communications for annual fundraising events.

Data:

- Maintain donor information within the organization's database including preparing data reports and campaign specific mailing lists.

Qualifications:

- Passionate about Gilda's Club's mission and embrace our core values, demonstrating an eagerness to learn, and work enthusiastically across all departments and show flexibility in response to process change.
- **Education:** Bachelor's Degree in philanthropy, non-profit management, communications, or similar field required.
- **Experience:** 3-5 years of experience in development, fundraising, and nonprofit organizations.
- Enjoy being a part of a team and willingness to perform other duties as assigned.
- **Organization and time management:** the ability to manage time and meet deadlines.

- **Fundraising experience:** progressive professional experience in fundraising, ideally with demonstrated success working with donors, acquiring and engaging a donor base, and managing fundraising events.

Skills & Capabilities:

- Advanced experience in Excel.
- Experience with fundraising databases/software.
- Excellent time-management and follow-through skills.
- Solid grammar, editing, and proofreading capabilities.
- Project management skills with ability to manage workflow processes and schedules.
- Oral and written communication abilities.

Schedule & Benefits:

- Monday – Friday 9:00 – 5:00 PM
- Flexible work schedule
- Occasional evenings and/or weekends may be required for meetings or special events.
- Paid time off for holidays, personal time and vacation included.
- Health, vision, dental, and short/long term disability coverage.
- Professional development opportunities.
- Current driver's license with copy of current auto insurance.