
Position: Development Manager

Location: Chattanooga, Tennessee
Reports To: Executive Director
Employment Type: Full-time; Exempt
Website: www.preservechattanooga.com

About Preserve Chattanooga

Preserve Chattanooga is a mission-driven historic preservation nonprofit (established in 1975) dedicated to protecting historic places and strengthening the communities connected to them. Through advocacy, education, and community engagement, we safeguard irreplaceable buildings, provide public programming, deliver essential preservation resources, and collaborate with partners to celebrate and sustain the history and culture that make Chattanooga a vibrant place to live, work, and visit.

Position Overview

Our organization is seeking an experienced and creative Development Manager to lead fundraising, steward relationships, and grow memberships. You will connect with donors, sponsors, volunteers, and partners to encourage year-round giving and improve the systems that support our mission. Success is measured by achieving annual revenue growth.

The Development Manager will lead the planning and execution of our events, which traditionally include Wine Over Water and Best Cellars. These events have a rich 30-year history, making them a strong platform for stewardship, sponsor engagement, and community visibility. In addition, our organization is launching its first membership program to diversify income and further develop personal relationships with those who have a passion for our mission. The ideal candidate will excel at both relationship-building and project management, is organized and personable, and can grow revenue through strategic development and high-impact events.

Key Responsibilities

Fundraising Strategy & Revenue Generation

- Develop and implement comprehensive fundraising strategies to increase individual, corporate, and philanthropic support.
- Manage and grow diverse revenue streams including individual giving, membership development, corporate partnerships, and special events.

- Track fundraising progress and prepare regular reports for the Executive Director and Board.

Donor Relations & Stewardship

- Strengthen and manage relationships with donors and sponsors for long-term results.
- Cultivate community engagement to drive year-round giving, event attendance, and membership growth.
- Ensure accurate, secure, and up-to-date donor records using the organization's CRM (Bloomerang).
- Partner with the Executive Director and Board to engage leadership and volunteers in development activities.

Event Planning & Execution

- Plan and execute fundraising events including design, logistics, marketing, and post-event analysis.
- Coordinate with vendors, volunteers, and stakeholders to ensure a successful event.
- Lead volunteer management to foster community involvement in special events.
- Build and strengthen relationships with community partners and stakeholders.

Qualifications

- Bachelor's degree and/or experience equivalent to 3+ years in a development role at a non-profit organization.
- Proven experience in nonprofit development, with a strong focus on fundraising events and donor cultivation.
- Able to manage multiple strategic projects simultaneously in a fast-paced setting.
- Excellent written, oral, and interpersonal skills.
- Experience using Google Drive, MS Word and Excel, Mailchimp, Squarespace, and Eventbrite or willingness to learn and quickly adapt to these tools or similar. Proficient with CRM systems such as Bloomerang.
- Willingness to work occasional evenings and weekends for special events and programs.

This is a unique chance for a motivated professional to lead our development efforts, help us grow, and support our mission while building strong relationships in the community.

Compensation & Benefits

Starting salary is \$60,000. A comprehensive benefits package and paid leave is provided. A performance bonus structure is available.

How to Apply

Submit a cover letter and resume via email to Todd Morgan at todd@preservechattanooga.com by January 31, 2026.