



## Job description:

# **DIRECTOR OF DEVELOPMENT**

## **Opportunity:**

Join a dedicated, creative, and innovative team at Memphis River Parks Partnership as Director of Development. The Partnership works every day to create a better Memphis, starting at the riverfront. The Partnership maintains, manages, activates, and improves more than 250 acres of riverfront parks on behalf of the City of Memphis. With a \$60 million capital campaign supporting the transformation of Tom Lee Park in its final stages, the priority is now building a base of sustaining funding for the organization and its operations.

The Director of Development will report to the Vice President for External Affairs and manage all development and fundraising functions of the Partnership helping to raise between \$1.2 and \$1.5 million annually. The Director will build, manage, and maintain effective development systems and workflows, have significant Interaction with donors, board and stakeholders, support leadership staff and have broad scope to identify, create, manage and execute fundraising campaigns and initiatives.

## **Responsibilities:**

### Creative:

- Takes full advantage of the development and fundraising opportunities offered by a new, signature Tom Lee Park.
- Develops and executes an annual slate of fundraising campaigns including important dates such as Giving Tuesday and Tom Lee Day.
- Prepares compelling fundraising collateral including email, mail, and social media solicitations as well as corporate and foundation pitch documents.
- Identifies and executes on opportunities for sponsorships. Develops sponsorship packages and prepares leadership staff for pitch meetings.
- Ensures donors and sponsors are recognized appropriately.

### Management:

- Serves as a “Frontline Fundraiser” with major donors, board, corporate partners, and foundations.
- Builds, optimizes, and manages development systems and workflows through the Partnership’s donor database and CRM system.
- Manages donor relations and ensures that donors feel connected to the organization and “part of the team”.
- Designs and executes a membership program.



- Manages donor stewardship, gift processing and acknowledgement.
- Manages donor database and ensures data integrity.
- Supports the executive director and vice president for external affairs in managing a volunteer development committee.

### **Qualifications:**

- Bachelor's degree and 4+ years of relevant experience.
- Excellent organizational and analytical skills.
- Well-presented and a good communicator online and in-person.
- An eager, entrepreneurial attitude and the desire to lead projects to completion.
- A hunger to succeed and a belief in the mission of the Partnership.
- A strong customer service orientation.
- Able to manage and execute multiple competing projects with multiple deadlines.
- Familiarity with fundraising databases (Neon One preferred), a data orientation and creative solutions-based mindset.
- A good writer. Development language preferred.
- Strong computer skills and a familiarity with Mailchimp, Dropbox, MS Office Suite and Google Workspace. Familiarity with Neon CRM preferred.
- Ability and desire to "get the job done" and to advance the holistic mission of the Partnership. May include working outside and on evenings and weekends as necessary.

### **Compensation and benefits:**

- Salary range of \$55-\$75K.
- A full benefits package is offered including 401K matching contributions.
- Opportunity for professional development and to participate in national and local networks.

### **To apply:**

Send a resume (including all relevant experience) and cover letter to [gabbott@memphisriverparks.org](mailto:gabbott@memphisriverparks.org) with the subject line: "Application for Director of Development position".

*Memphis River Parks Partnership is an equal opportunity employer. The Partnership evaluates applicants for employment on the basis of qualifications, merit and work-related criteria and does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, sexual orientation, gender identity, mental or physical disability, handicap, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law in administration and operation of its Programs and activities, including admission or access thereto, or treatment or employment therein. All qualified applicants will receive consideration for employment regardless of such status and will not be discriminated against on the basis of such status.*