



At New Memphis we believe there is so much to celebrate about our city, but our very best quality is our people (that's you). So, we've made it our business to develop, activate, and retain talented professionals to our city for the past three decades. And we're just getting started!

Because we understand that great people are what make a city successful, we intrinsically understand that great people are also what make a successful organization. We are currently looking to grow our team, and you might be the leader that fits the bill.

**Title: Senior Director of Advancement**

Are you ready to transform Memphis through the power of connection? Be a part of something bigger than yourself while working to activate, develop and retain the talent of our city?

Reporting to the President & CEO, the Senior Director of Advancement's primary goal will be to build new funding pipelines while using their star quality talents to improve existing relationships between New Memphis and our funding partners. The Senior Director of Advancement will be charged with utilizing their strategic and creative mindset to grow New Memphis' \$2million portfolio through conceiving and executing a comprehensive, multi-year development strategy and leading a development team of motivated and passionate professionals to meet established goals. This high energy and experienced leader is a communicative influencer full of gumption that can compellingly speak to the organization's impact. This is someone who has a passion for Memphis and believes the people of this city are what makes lasting change possible.

**Position responsibilities include:**

- Develop and implement thoughtful and creative strategies for individual, corporate, and foundation donor identification, cultivation, solicitation, stewardship, acknowledgement, and recognition
  - Create and execute a multi-year fund development strategy that secures dollars necessary for annual operating as well as long-term organizational sustainability
  - Set annual fundraising goals and develop actionable strategies for meeting and exceeding those goals through grants, corporate donations, and large individual contributions
  - Develop a broad knowledge base of the New Memphis programs and initiatives to interpret and represent its strengths, strategic plan, and funding priorities
  - Manage and grow a portfolio of approximately \$2 million in major and individual philanthropic gifts
  - With Director of Development, steward and strengthen relationships with existing investors to drive donor retention
  - With Director of Development, engage in timely communications and impact reporting with all donors
  - Oversee planning and execution of strategies to strengthen donor relationships, leading to major program and capital support
  - Steward and strengthen relationships with existing investors to drive donor retention
  - Mobilize the entire New Memphis team to make donor requests and effectively steward donors and partners; deploy the CEO and COO to represent the organization with key partners
- Provide oversight of the fund development team and serve as the principal fundraiser
  - Represent New Memphis, its programs, vision, and impact, in meetings with funders, foundations, partner companies, and other essential stakeholders to clearly articulate the benefits of New Memphis' impact, driving both investment and participation across programs and initiatives
  - Solicit asks which include annual, major, and planned gift commitments
  - Drive fundraising team to enhance New Memphis' advancement infrastructure, including Salesforce functionalities, automation, and donor cycles

- Collaborate with the Communications team to increase community awareness of New Memphis with key stakeholder audiences and funder prospects
- Promote the flow of information by establishing, utilizing, and maintaining effective communication systems within and outside the department
- Establish annual budget including proper forecasting and ensure operational efficiency in accordance with the budget
- Identify new funding partners and funding pipelines, build strategic alliances, and lead stewardship with new funders to ensure longevity
  - Oversee planning and execution of strategies to building new donor relationships, leading to major program, capital, and endowment support
  - Identify and qualify prospective donors and pipelines, nurture relationships, and solicit financial gifts in support of New Memphis' existing and growing program needs, increasing the number of investors
  - Initiate relationships with new donors and identify the ideal ways they can partner with New Memphis
  - Expand development efforts to support New Memphis' future programmatic growth
  - Leverage the New Memphis Board of Trustees and other advisory bodies to assist with fundraising efforts and identifying new prospects
- Create and analyze all aspects of fund development and ensure effective evaluation mechanisms are in place to measure efficacy and success
  - Develop and communicate initiatives and projects' goals and metrics annually with measurable Key Performance Indicators (KPIs); monitor industry trends, and best practices
  - Monitor success, driving quantitative and qualitative data collection efforts to track, analyze, and leverage data to inform strategy and continuous improvement and growth
  - Provide quarterly reports to share outcomes of fundraising efforts with New Memphis CEO and Board of Trustees, identifying areas of success and opportunity
  - Collaborate with the Director of Community Impact to maintain and share effective program impact reports with New Memphis investors, telling the New Memphis story in the most compelling ways
- Aid in establishing, implementing, and evaluating annual and major strategic plans
- Develop diverse pipelines, identify qualified recruits, and collaborate with New Memphis staff to connect the network across programs and initiatives, particularly for participation in leadership programs
- Partner with team members in special project based work and other duties as assigned

### **Key Competencies:**

- Minimum 10 years' experience in fundraising and/or business development with emphasis in seeking major gifts preferred; Bachelor's degree preferred
- A thorough understanding of development principles, methods, strategies, and procedures and a track record of closing large sales and/or investments; experience with legacy giving and capital campaigns a plus
- An experienced implementer with a successful track record of developing strategies and executing initiatives
- Strong interpersonal, decision-making and leadership skills; extremely organized and focused, able to manage multiple priorities and meet deadlines
- Persuasive communicator both written and spoke, who can articulate a clear and inspiring case for giving and with experience leading both small group meetings and large convenings; experience cultivating relationships in the Memphis community preferred
- Skill in arbitrating between, negotiating with and persuading individuals and groups of people both internally and externally
- Strong ability to listen and understand the special desires and philanthropic intentions of prospects and donors
- Highly collaborative style and self-reliant; energetic; flexible; proactive; detail-oriented
- Ability to operate as an effective tactical as well as strategic thinker
- Exceptional capability in and a proven track record of:

- Developing and maintaining partnerships with outside individuals and organizations
- Project management, organizational skills, and follow through
- Taking knowledge and transforming it into exciting and useful messages, creating successful campaigns and disseminating it to the right audiences through the best distribution channels
- Thinking strategically and creatively regarding the long-term development of an organization's fundraising work; devising and implementing long-term plans and strategies through data analyzation
- Demonstrated experience in:
  - Identifying and resolving problems creatively and resourcefully
  - Proven track record of success in planning and executing successful fundraising campaigns
  - Collaborating with a diverse team; ability to lead and motivate individuals and groups of people toward the accomplishment of work and organizational goals
  - Working with innovative agility in an entrepreneurial environment and anticipate future needs
  - Balancing multiple and competing priorities; setting and meeting deadlines while delivering excellence in a fast-paced environment
  - Taking initiative and managing work with minimal oversight; pursuing work with eagerness, energy, drive and attention to details
  - Identifying and resolving problems creatively and resourcefully
  - Manipulating data and determining actionable next steps
- Proficiency with Excel, Outlook, PowerPoint, Salesforce, Word, Windows a plus.
- Strong commitment to the New Memphis mission
- Available extended hours, including evening and weekend time

New Memphis is an Equal Opportunity Employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability or veteran status.

To ensure the safety of our staff and program participants, New Memphis expects all employees to either (a) establish that they have been fully vaccinated against COVID-19; or (b) obtain an approved exemption as an accommodation.

Excellent benefits include medical/dental/vision insurance, generous retirement contribution plan. We are looking to fill this position immediately. Qualified applicants should send an email to [jobs@newmemphis.org](mailto:jobs@newmemphis.org) by September 19<sup>th</sup> with their resume and cover letter attached. Only candidates selected for an interview will be contacted. No phone calls, please.