Forrest Spence Fund  
Job Description

Job Title: Director of Development

Reports to: Executive Director

Purpose of Position and Scope of Responsibility:

Provides leadership in and manages the Forrest Spence Fund development process which includes fundraising, marketing, communications, and public relations.

Education and Experience:

Bachelor’s degree preferred in English, Communications, Marketing, or other appropriate field. A minimum of two years of professional experience required.

Licensure & Certification:

Tennessee driver’s license required. Certified Fundraising Executive (CFRE) certification preferred.

This position consists of working 30 hours per week. Paid $18/hr with insurance and benefits.

Principle Responsibilities:

• Drafts the annual development plan.
• Implements the development plan.
• Inputs all donors, sponsors, vendors, volunteers, and beneficiaries into the gift management system – Salesforce.
• Organizes, drafts timelines, and manages annual fund campaign, corporate/foundation appeals, capital/endowment campaign, planned giving efforts, special events, major gift appeals, and foundation and government grant proposals.
• Responsible for digital content creation, management of FSF’s editorial calendar, and managing all aspects of the organization’s Social Media presence.
• Assists the Executive Director in representing Forrest Spence Fund at public and media events.
• Holds active membership with civic and professional organizations that further the mission and/or recognition of Forrest Spence Fund in the community.
• Writes and edits the annual Forrest Spence Fund newsletter and annual report. Assigns articles as appropriate.
• Writes and edits the monthly online newsletters along with special events newsletters.
• Trains, motivates, and provides support to development volunteers.
• Assists the program director with hospital programs when needed.
• Fulfills all other responsibilities as assigned by the Executive Director for the Forrest Spence Fund.
Overall Qualifications:

- Customer service experience and excellent interpersonal skills.
- Experience working in or with non-profit organizations.
- Outstanding interpersonal and communication skills (oral and written). Energetic, creative, and straightforward; one who shares information readily, listens well and respects the abilities and ideas of others.
- Detail-oriented and highly organized, coupled with demonstrated project and timeline management skills.
- Comfortable working both independently and collaboratively within a small, close-knit team, and thrive in a fast-paced, deadline driven environment.
- Able to communicate effectively with a diverse range of stakeholders.
- Must be skilled in the use of Microsoft Office.
- Experience in email marketing software is highly desired.
- Experience with Salesforce is highly desired.
- Passion for the mission and vision of the Forrest Spence Fund.
- Flexible schedule that will include combination of on-site and work-from-home hours. Occasional evenings and weekends.
- Occasional regional travel is required for this position. Gas and other expenses will be covered by the Forrest Spence Fund.

To apply, please send a one-page cover letter & resume to the Executive Director, Brittany Spence (careers@forrestspencefund.org) with ‘Development Director’ in the subject line. We will be reviewing applications and conducting interviews on a rolling basis beginning January 4th, 2022. The Forrest Spence Fund celebrates diversity and does not discriminate on basis of race, religion, sexual orientation, ethnic or national origin in admission or in any other activities or programs.