

**Nurses for Newborns of TN
Job Posting**



Job Title: Development Director

Description:

Nurses for Newborns of Tennessee (NFN) is seeking an experienced Development Director to lead, strategize, and implement all activities related to fundraising, grant management, public relations, marketing, and volunteer engagement. Reporting to the Executive Director, this role drives NFN's comprehensive Fund Development Plan, directly impacting our ability to promote the health, safety, and well-being of babies and their families.

Key Responsibilities:

The Development Director will:

- **Lead the Fund Development Strategy:** Design and execute a comprehensive fundraising plan in collaboration with the Executive Director and key NFN leadership, aligned with the organization's mission and strategic goals.
- **Cultivate Key Relationships:** Identify, cultivate, and sustain community relationships to secure individual, corporate, and grant funding, involving board members and staff in these efforts.
- **Oversee Donor Management:** Ensure efficient management of donor information and foster robust donor relationships.
- **Drive Fundraising Initiatives:** Direct all fundraising activities, including events, campaigns, and appeals, to meet or exceed budgeted goals.
- **Guide Marketing & PR Efforts:** Partner with the Executive Director to develop and oversee a PR/Marketing Plan, including digital communications through email newsletters, social media, and other online channels.
- **Serve as a Community Ambassador:** Act as a key representative of NFN, sharing our mission and engaging community partners.
- **Coordinate Volunteer Efforts:** Lead volunteer recruitment, training, and coordination, ensuring their roles enhance NFN's mission and services.
- **Support the Advisory Board:** Assist with the Advisory Board's Development and related committees to advance NFN's goals.
- **Secure Grant Funding:** Conduct research and oversee applications for funding opportunities aligned with NFN's priorities, including federal, state, and foundation grants.
- **Contribute to Budget Planning:** Provide development projections and input for the agency's budget.
- **Manage Development Staff:** Recruit, supervise, and support the Development Coordinator to fulfill NFN's fundraising objectives.

Why Join Nurses for Newborns?

At NFN, you'll be part of a compassionate team committed to promoting the health, safety, and well-being of babies and their families. As our Development Director, you will have the opportunity to:

- **Make a Lasting Impact:** Every dollar you raise directly supports families, contributing to healthier, safer communities.
- **Enjoy a Supportive Work Environment:** We value collaboration, empathy, and initiative, creating a workplace where your ideas and contributions are respected and encouraged.
- **Develop Professionally:** NFN offers ongoing training and learning opportunities to help you refine your skills in fundraising, grant management, and nonprofit management.

- **Balance and Flexibility:** We understand the importance of work-life balance. While some evening and weekend work is required, we offer flexibility and a family-friendly approach to ensure you feel supported both at work and at home.

Benefits

NFN offers a competitive salary and benefits package, including:

- Health, dental, and vision insurance options
- Retirement savings plan
- Generous paid time off and holidays
- Ongoing training and professional development opportunities
- Flexible work arrangements

Qualifications:

- Bachelor's degree in fundraising, development, or a related field.
- Minimum of 3 years of relevant fundraising experience, including a history of managing successful fund development programs.
- Proven experience in grant preparation and management (1-3 years required; 3-5 years preferred).
- Strong organizational skills with attention to detail and the ability to balance multiple priorities.
- Proficiency with digital tools (Excel, Word, social media, and donor databases), ideally in a Mac environment.
- Willingness to work flexible hours, including evenings and weekends, and travel regionally as needed.
- Excellent interpersonal and communication skills.

Salary Range:

- \$65,000 - \$70,000

Closing Date:

- December 3, 2024

Contact Procedure:

- Send your resume and a cover letter to **Matt.Robertson@nursesfornewborns.org** with the subject line "Development Director."