



ABOUT THE FORREST SPENCE FUND

The mission of the Forrest Spence Fund is to assist with the non-medical needs of critically or chronically ill children and their families throughout the Mid-South. Since 2011 the FSF has assisted more than 135,000 families.

ROLE OF THE NASHVILLE DIRECTOR:

The Nashville Director is responsible for planning, organizing, and directing the Forrest Spence Fund's programs in Nashville. The director will also oversee all Nashville fundraising events including meeting with donors and potential donors.

QUALIFICATIONS:

- Organized and able to exhibit "follow through" on tasks and goals
- Strong interpersonal and writing skills
- Positive attitude, ability to show concern for people and community, present, self-confident, common sense, and good listening skills
- Possess skills to work with and motivate staff and volunteers
- Have desire to get out of the office and build external relationships
- Experience managing a budget
- Comfortable asking for donations and discounts from national and local companies
- Comfortable asking for donations and sponsorships from potential donors and sponsors
- Comfortable engaging in frequent verbal and written communication with medical professionals and other hospital staff to meet patient and family needs
- Have own reliable transportation
- Ability to work as part of a team as well as independently
- Ability to be flexible and work on multiple tasks at a time
- A bachelor's degree

ACTUAL JOB RESPONSIBILITIES:

- Plan, organize, and direct projects such as Unit Appreciation, Celebration Bags, NICU Development Center, PICU Development Center, Snack Bags, Hospital Needs and Bereavement Support in Nashville
- Coordinate all volunteers and volunteer efforts
- Help oversee existing fundraising events
- Create new fundraising events
- Fundraise by meeting with donors and potential donors
- Work directly with community organizations and individual volunteers on projects
- Make public appearances/accept speaking engagements to share information about the Forrest Spence Fund with the community
- Help with social media posts and media outlet press releases
- Responsible for written communications such as event sponsorship letters, yearly newsletters, and Benchmark monthly email marketing newsletters



- Make frequent deliveries to Nashville area hospitals
- Work with Forrest Spence Fund Program Director on items that need to be ordered, and coordinate shipping and delivery of items to regional hospitals
- Keep up with stats for programs and items purchased
- Demonstrate professional conduct at all times
- Zoom or conference call bi-weekly with the Executive Director and Program Director
- Perform other related duties as requested

PAY:

- This position consists of working 15-20 hours a week at \$18 an hour. No benefits are offered. This is a 1099 position.

APPLICATION:

To apply, send your resume and a brief statement of interest to Brittany Spence at careers@forrestspencefund.org with Nashville Director in the subject line. Your statement of interest should describe why you are interested in working with the Forrest Spence Fund and how your skills and experience fit with the responsibilities for this role. We will follow up with selected applicants to schedule an interview, at which time professional and personal references will be requested.

Forrest Spence Fund is an equal opportunity employer.