DEVELOPMENT MANAGER

Organization: Preserve Chattanooga, Inc.

Job Title: Development Manager

Job Type: Part-time

Location: Chattanooga, TN

Organization’s Website: www.preservechattanooga.com

BACKGROUND

Preserve Chattanooga is a 501(c)3 nonprofit organization first established in 1975. The purpose of Preserve Chattanooga is to protect the heritage of Chattanooga through historic preservation education and advocacy. Programs of Preserve Chattanooga include building façade easements, teaching fellowships at UTC, education workshops, various grant projects, maintaining an online community preservation resource center, and more.

JOB SUMMARY

The Development Manager will assist with growing the organization’s financial resources by diversifying and building various income streams. Preserve Chattanooga is targeting growth with individual donors, corporate sponsors, and special events. Preserve Chattanooga’s annual Wine Over Water wine tasting festival is a premier community event celebrating its 29th anniversary in 2024 and has attracted as many as 1,800 + attendees. Wine Over Water is currently the signature fundraiser for Preserve Chattanooga and its financial success each year has been of paramount importance to the organization’s operational funding.

The Development Manager will work under the supervision of the Executive Director and in collaboration with contractors and committee volunteers on the following:

- Building/managing an effective special events committee with focus on growing the impact of Wine Over Water along with educational/networking events that can build engagement with the community.
Assisting with growing and maintaining a database of individual donors and corporate supporters. This will involve researching and identifying prospective new donors and proactively initiating sponsorship and funding opportunities.

Engaging with donors, sponsors, and the public to advance these programs utilizing social media platforms and other marketing and communications strategies.

**MESURES OF SUCCESS**

Our desire is to work with someone who genuinely enjoys building events and opportunities for the Chattanooga community to engage with and support our mission. We are in a growth-oriented position with several opportunities identified. Flexibility to adjust responsibilities depending on those opportunities and their anticipated impact is essential.

**DESIRED QUALITIES**

- Bachelor or Associate degree in Marketing, Public Relations, Communications and/or experience equivalent to 3+ years in a development role at a non-profit.
- An authentic relationship builder who derives satisfaction from interactions with people who will deliver a positive philanthropic outcome.
- Entrepreneurial and creative mindset.
- Special events management and guest engagement experience.
- Success working with volunteers.
- Excellent verbal and written communication skills.
- Ability to use Microsoft Suite and to learn donor management software. Familiarity with Bloomerang, MailChimp, and/or Squarespace is a plus.
- Understanding of local community philanthropic and special event environment is preferred.

**COMPENSATION**

Preserve Chattanooga is targeting a Development Manager who can dedicate 20 hours per week to development-related initiatives.

- $30 per hour.
- Benefits are not included currently.
- One week of vacation is provided after six months and during the first year.
- Work location flexibility.
- Pay is bi-monthly.
- Successful results may result in an additional year-end bonus.
- There is potential for this role to grow into a full-time position.

**TO APPLY**

Please email a cover letter and resume to Todd Morgan – todd@preservechattanooga.com