

# COMMUNITY RESOURCE CENTER

## POSITION SUMMARY

<b>Opportunity:</b>	<b>Full-time Position at Community Resource Center</b>
<b>Department:</b>	<b>Development</b>
<b>Title:</b>	<b>Development Manager</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Reports to:</b>	<b>VP of Development</b>
<b>Location:</b>	<b>Nashville, TN</b>
<b>Salary:</b>	<b>\$65,000-\$70,000</b>

## ABOUT COMMUNITY RESOURCE CENTER:

The Community Resource Center (CRC) is a Nashville-based non-profit organization that is dedicated to providing essential hygiene and cleaning supplies to individuals in Middle Tennessee. Since its inception in 1991, CRC has tirelessly worked towards helping families and individuals who are facing crisis. The organization's mission is to build a stronger community by ensuring that everyone has access to basic essentials that they deserve.

CRC's services are provided free of charge to those in need, and their focus is on meeting basic needs such as hygiene items and cleaning supplies. CRC also collaborates with various community partners, such as faith-based organizations, schools, and other non-profit organizations, to ensure that their services reach those who need them most. The work done by the CRC is essential for the well-being of Nashville's community, as they provide necessities that help individuals and families to maintain their health, dignity, and self-respect.

## POSITION OVERVIEW:

The Community Resource Center is seeking an enthusiastic, detail-oriented **Development Manager** to help advance our mission through exceptional event execution and donor stewardship. This position will play a key role in CRC's development strategy by managing our signature fundraising events—**Dishin' Up Dignity** and **All in for Hygiene**—as well as overseeing a portfolio of individual and corporate donors.

The ideal candidate is passionate about community impact, thrives in fast-paced environments, and brings a strong blend of organizational, communication, and relationship-building skills.

## MAJOR RESPONSIBILITIES:

### **Event Management**

- Plan, execute, and evaluate all aspects of CRC's fundraising events, including **Dishin' Up Dignity**, **All in for Hygiene**, and other donor-facing gatherings.
- Manage event timelines, budgets, vendor relationships, volunteers, and logistics to ensure high-quality, mission-driven experiences.

- Collaborate with the Marketing Director to create promotional strategies and materials for events.
- Coordinate with internal teams and external partners to ensure successful fundraising outcomes and brand alignment.
- Solicit and manage in-kind donations, sponsorships, and event-related fundraising opportunities, as well as event host committees.
- Maintain detailed records and evaluations of events for continuous improvement.

### **Donor Relations**

- Manage a portfolio of individual and corporate donors, building and deepening relationships through regular communication and personalized engagement.
- Support the cultivation, solicitation, and stewardship of gifts in partnership with the VP of Development and CEO.
- Track donor interactions, event participation, and giving history in CRM/database.
- Coordinate donor acknowledgments, recognition opportunities, and stewardship touchpoints.
- Assist in the development of donor communications, including appeals, newsletters, and impact reports.

### **General Development Support**

- Assist in the implementation of the overall development strategy, including annual giving campaigns and donor acquisition plans.
- Work cross-functionally with programs and marketing teams to ensure alignment between fundraising and organizational impact.
- Attend and staff CRC events as a representative of the development team.
- Perform other duties as assigned by the CEO or VP of Development.

### **REQUIRED EXPERIENCE/KNOWLEDGE/SKILLS/ABILITIES:**

#### **Education & Experience**

- Bachelor's degree in nonprofit management, communications, business, or a related field OR equivalent relevant experience.
- 5+ years of experience in fundraising, donor relations, or event management (nonprofit experience preferred).
- Proven success in executing fundraising events and managing donor relationships.

#### **Skills & Abilities**

- Highly organized and detail-oriented with the ability to manage multiple projects and deadlines.
- Strong interpersonal and communication skills with a customer service mindset.
- Comfortable soliciting donations and sponsorships with confidence and professionalism.

- Experience using CRM or donor management software (e.g., Bloomerang, Salesforce, or similar).
- Familiarity with fundraising best practices, donor stewardship, and data-driven strategy.
- Ability to work both independently and collaboratively in a small, mission-focused team.
- Passion for CRC's mission and commitment to equity, inclusion, and community-building.

**DIVERSITY IS OUR STRENGTH:**

Diversity and Inclusiveness are core values at the CRC, and we continuously strive to be a team where everyone feels welcome and supported. It is the policy of the CRC to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information and/or any other protected characteristic under applicable law. Individuals from underrepresented groups are especially encouraged to apply.

**WORKING CONDITIONS:**

This is a warehouse environment and normal changes in temperature are to be expected while working inside the warehouse or outside, on or around the loading dock. There are no hazardous or significantly unpleasant conditions.

**ACCOMMODATION:**

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made by CRC which may pose serious health or safety risks to the employee or others, or which impose undue hardships on the organization.

**TO APPLY:**

Send a cover letter, resume, and two professional references to [hello@crcmidtn.org](mailto:hello@crcmidtn.org). Applications without the requested information will not be considered. Qualified candidates will be contacted for an interview. No calls, please.

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*This job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time without notice.*