



OVERTON PARK CONSERVANCY

Job Title: Director of Development

Location: Overton Park Conservancy, Memphis, TN

Reports to: Executive Director

Overton Park Conservancy is a nonprofit organization dedicated to the stewardship and enhancement of Overton Park, a 342-acre public park in the heart of Memphis, Tennessee. The Conservancy works to preserve the park's natural beauty, enhance its public spaces, and foster community engagement, ensuring the park remains a beloved destination for residents, visitors, and future generations. The Conservancy is seeking a Director of Development to play a critical role in securing the resources needed to support the organization's mission.

POSITION OVERVIEW

The Director of Development is responsible for leading the Conservancy's fundraising and development efforts. This role oversees the creation and implementation of strategies to engage individuals, corporations, foundations, and other key stakeholders in supporting Overton Park Conservancy's mission. The Director works closely with the Executive Director, Board of Directors, and staff to drive financial sustainability and enhance public visibility of Overton Park Conservancy's mission. This position reports to the Executive Director and currently supervises one employee (with potential to grow the development team).

KEY RESPONSIBILITIES

- **Fundraising Strategy and Execution:** Creates and maintains the Conservancy's comprehensive annual fundraising plan that includes strategies and timelines for major gifts, annual and planned giving, corporate partnerships, and grants. Manages development programs and donor relations, which includes accurate reporting and record-keep of donor information, lists and files, proper acknowledgement procedures, and attention to donor recognition and ongoing stewardship practices.
- **Donor Cultivation and Engagement:** Identify, cultivate, and steward donors, building authentic relationships and ensuring continued financial support. Plan and execute donor stewardship events, recognition programs, and personal outreach to enhance donor retention.
- **Corporate Partnerships:** Identify, cultivate, and secure corporate sponsorships, ensuring mutually beneficial relationships and opportunities for engagement.
- **Grant Writing and Foundation Relations:** Lead the identification of grant opportunities and manage the application and reporting processes for foundation and government funding.
- **Event Planning and Management:** Oversee fundraising events, including galas, donor receptions, and community outreach events to engage donors and the broader Memphis community.
- **Board Relations:** Assist with overseeing the Board of Directors Development Committee and other board relationships as necessary.
- **Team Leadership:** Supervise and support the development team, including staff and volunteers, embedding a culture of philanthropy into all aspects of the organization.

- **Financial Reporting and Metrics:** Track and report on fundraising progress, managing budgets, and providing regular updates to the Executive Director and Board of Directors.
- **Public Outreach:** Support public outreach to and foster positive working relationships with a range of park partners, businesses, community groups, and park visitors, as needed.

QUALIFICATIONS

- Bachelor's degree in Communications, Public Relations, Public Administration, Public Policy or related field. A master's degree is a plus.
- Minimum of 5 - 8 years of experience responsible for grant-writing, corporate sponsorships, and/or individual donor relations. Experience with fundraising for capital campaigns is a plus.
- Exceptional verbal, written, and interpersonal communication skills, with experience engaging a wide range of audiences and a commitment to navigating interactions with respect, integrity, and compassion.
- Ability to manage budgets, compile data, create reports, and maintain accurate records with strong attention to detail.
- Proficient in Microsoft Office Suite, Google Drive and experience with relevant donor management software. Salesforce experience preferred.
- Understanding of the Memphis community and its philanthropic landscape, along with a record of connecting with local businesses, community groups, and civic leaders.
- Passion for community engagement and contributing to the growth and development of Memphis' cultural and recreational spaces.

WORKING CONDITIONS

- Work is largely performed in an office environment during the week. Flexible schedule is allowed when weekends and evenings are expected, as special events require. A hybrid environment is approved by the Executive Director with the expectation that work is completed with excellence.
- Ability to move throughout the park and to lift and move event-related materials and equipment (up to 25 pounds).
- Must have dependable transportation to travel to and from fundraising events. Mileage reimbursement is available.
- Occasional outdoor work in various weather conditions.

BENEFITS & COMPENSATION

- Benefits include health care and voluntary insurance, accrued paid time off, flexible holidays, a 401(k) matching program, parental leave, and an employee assistance program.
- Salary for this position starts at \$75,000 with opportunity for negotiation based on experience and qualifications.

To apply, please send a cover letter and resume to hr@overtontpark.org. No phone calls please. Applications will remain open until the position is filled. Interviews are expected to begin in early May.

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