

**Position: Director of Development and Stakeholder Engagement**

**Location: Memphis, Tennessee**

**Reports To: Chief Executive Officer (CEO)**

**About Epicenter Memphis:**

**Salary Range: \$110k - \$120k**

Epicenter Memphis is a leading entrepreneurial service organization dedicated to fostering high-growth, innovative, tech-based companies in the Greater Memphis Region. We are committed to creating a thriving ecosystem for tech startups, driving innovation, and supporting the growth of high-potential companies.

**Position Summary:**

The Director of Development and Stakeholder Engagement will lead Epicenter's fundraising, partnership development, and stakeholder engagement efforts. This role focuses on building and maintaining relationships with funders, corporate partners, government agencies, and community stakeholders to ensure financial sustainability and alignment with Epicenter's mission. The ideal candidate is a dynamic leader with a proven track record in development, strategic partnership building, and fostering meaningful connections that amplify organizational impact.

**Key Responsibilities:**

- **Development and Fundraising Strategy:**
  - Develop and execute a comprehensive fundraising strategy to secure funding from diverse sources, including grants, corporate sponsorships, individual donors, and government agencies.
  - Identify, cultivate, and steward relationships with current and prospective funders.
  - Lead the preparation of compelling grant proposals, sponsorship packages, and fundraising campaigns to meet revenue goals.
  - Collaborate with the CEO and board of directors to engage high-net-worth individuals and philanthropic partners.
- **Stakeholder Engagement:**
  - Build and maintain strong relationships with key stakeholders, including corporate partners, government officials, nonprofit organizations, and community leaders.
  - Develop and implement strategies to engage stakeholders in Epicenter's programs and initiatives.
  - Serve as a representative of Epicenter at community events, industry conferences, and public forums to enhance visibility and strengthen partnerships.
- **Corporate and Community Partnerships:**

- Establish and nurture partnerships with local and national corporations to support Epicenter’s mission through sponsorships, in-kind contributions, and collaborative projects.
- Work closely with ecosystem partners to develop joint initiatives that align with shared goals and expand the reach of Epicenter’s impact.
- **Team Leadership and Collaboration:**
  - Lead and mentor the Development team, including development coordinators, grants analysts, and other related roles.
  - Work closely with the Marketing Team to ensure consistent messaging and branding in donor communications and campaigns.
  - Collaborate with program staff to align fundraising efforts with programmatic priorities and impact goals.
  - Collaborate with program staff to align grant deliverables with organizational objectives.
  - Collaborate with Administration team on grant-related activities, including tracking deadlines, preparing progress reports, and maintaining accurate records.

**Qualifications:**

- **Experience:**
  - Experience in development, fundraising, or stakeholder engagement, with a proven track record of securing major gifts and building strategic partnerships.
  - Experience working with corporate partners, philanthropic organizations, and/or government agencies.
  - Familiarity with nonprofit operations and entrepreneurial ecosystems is a plus.
- **Skills and Abilities:**
  - Strong leadership and relationship-building skills, with the ability to engage and inspire diverse audiences.
  - Excellent written and verbal communication skills, with the ability to craft compelling proposals and presentations.
  - Strategic thinking and problem-solving abilities, with a focus on achieving measurable outcomes.
  - Exceptional organizational and project management skills, with the ability to manage multiple priorities.

**Personal Attributes:**

- Passionate about supporting entrepreneurship, innovation, and community development.

- High level of integrity and commitment to the mission of Epicenter Memphis.
- Adaptable and able to thrive in a fast-paced, dynamic environment.
- Strong sense of accountability and a results-oriented approach.
- Collaborative and team-oriented mindset, with a focus on continuous improvement.

**Application Process:**

Interested candidates should submit their resume, cover letter, and references to [careers@epicentermemphis.org](mailto:careers@epicentermemphis.org) by May 1, 2025. Epicenter Memphis is an equal opportunity employer and encourages applications from candidates of all backgrounds.

Join us in driving innovation and supporting the growth of high-potential tech companies in the Greater Memphis Region!