



At New Memphis, we believe there is so much to celebrate about our city, but our very best quality is our people. So, we've made it our business to develop, activate, and retain talented professionals in our city for the past three decades. Because we understand that great people are what make a city successful, we intrinsically understand that great people are also what make a successful organization. We are currently looking to grow our team, and you might be the leader that fits the bill.

## **Position: Director of Development**

**Position Summary:** Are you skilled at managing strategic-level partnerships, driving mutual growth, and negotiating win-win arrangements? Reporting to the Senior Director of Development, the **Director of Development** will play a central role in building new and strengthening existing relationships between New Memphis and its funding partners, including private-sector companies, foundations, and individual supporters. This position is responsible for executing fundraising strategy and meeting annual goals in partnership with the Senior Director of Development, through thoughtful cultivation, solicitation, and stewardship. This role requires someone who brings both vision and precision: a strategic thinker who understands how to design effective engagement approaches, and an excellent communicator who can clearly articulate New Memphis' value and impact. The Director must be equally comfortable leading high-level relationship building and managing the day-to-day tasks that move donor partnerships forward. They are motivated by purpose, driven by relationships, and energized by the opportunity to help fuel a mission that matters. This is someone who has a passion for Memphis and believes the people of this city are what make lasting change possible.

### **Position responsibilities include:**

#### Fundraising Strategy & Execution

- In support of the Senior Director of Development, execute strategies to meet or exceed New Memphis' annual fundraising goals:
  - Represent New Memphis, its programs, and its vision in meetings with funders, stakeholders, and key partners; clearly articulate the benefits of New Memphis' impact, driving both investment and participation across programs
  - Solicit asks which include annual, major, and planned gift commitments, including compelling written proposals, from corporate, foundation, and individual donors.
  - Assess donor capacity and interest to secure contributions in alignment with the organization's strategic and fundraising plans.
  - Collaborate with the Communications Team to plan annual alumni giving campaigns
- Create tailored, compelling proposals, presentations, and reports that effectively communicate program goals, impact, and opportunities for investment.
- Identify and cultivate new funding sources to support program sustainability, including prospective donors, grants, and corporate partnerships:
  - Leverage New Memphis boards, advisory groups, and alumni to identify and qualify donor prospects.
  - Build relationships with prospects, leading with involvement in New Memphis programs and events.
  - Monitor growth and change in the local corporate and philanthropic community.
- Support strategic planning, budgeting, and fundraising goal setting in partnership with the Development Team.

#### Relationship Building & Stakeholder Engagement

- Execute a donor stewardship strategy to keep investors connected to the New Memphis mission and impact:
  - Engage donors and prospects (and their teams) in New Memphis programs, events, and activities as participants, guests, and speakers.
  - Communicate the impact of New Memphis programs to stakeholders, funders, and partners through compelling impact-focused messaging.
  - Create compelling benefits for each donor that meet their unique needs.
  - Track donor benefits and support the team in delivering on all promised benefits.
  - Ensure all donors are thoroughly thanked and acknowledged for their gifts to New Memphis.
- Engage in the Memphis-area business network to inform and aid in partnership development and growth.



#### Systems & Data Management

- Monitor and analyze fundraising performance, providing reports and insights to leadership and the Board of Trustees.
- Utilize CRM tools (Salesforce) to maintain accurate donor records, manage pipelines, and ensure effective tracking and follow-up.

#### Other

- Aid in establishing, implementing, and evaluating annual and major strategic plans.
- Partner with team members in special project-based work and perform other duties as assigned.

#### **Key Competencies:**

- Minimum 8 years of experience in fundraising, business development, or relationship management, with a proven track record of success
- Demonstrated ability to build and nurture relationships with a wide range of stakeholders, including within the Memphis philanthropic and business community
- Exceptional oral and written communication skills, including:
  - Persuasive communicator with experience cultivating relationships, particularly in the Memphis community
  - Confident in public speaking, presenting to stakeholders, and representing the organization externally
  - Proven experience building influence and clearly and concisely articulating a program's value, outcomes, and opportunities for investment
  - Experience in crafting and executing compelling proposals tailored to diverse donor audiences
  - Ability to listen for opportunities and translate them into actionable engagement or fundraising strategies
- Strong strategic and operational leadership capabilities:
  - Effective decision-making and project management skills, with the ability to manage multiple priorities
  - Proven success in developing partnerships that drive revenue and engagement
  - Analytical thinker with experience in data-driven decision-making
  - Excellent attention to detail and follow-through
  - Proven ability to design and implement successful fundraising or business development strategies
  - Skilled in identifying and resolving problems creatively and resourcefully
- Beneficial but not required:
  - Bachelor's degree preferred
  - Proficient in Microsoft Office (Excel, Outlook, PowerPoint, Word)
  - Experience with Salesforce, Form Assembly, and Canva
- Deep alignment with and commitment to the New Memphis mission and [values](#)
- Full-time. Extended hours, including evenings and weekends required (5%). Flex time is available for additional hours.

Salary: Minimum \$90,000. New Memphis believes deeply in building competitive compensation packages around experience and talent. Excellent benefits include medical, dental, and vision insurance, a 401(k) with an organization match, a flexible work environment including a hybrid work schedule, access to New Memphis programs and other professional development opportunities, and generous paid time off, including paid holidays, half-day summer Fridays, and parental leave.

**We are looking to fill this position immediately. Qualified applicants should complete an application by June 10 by visiting <https://www.tfaforms.com/5180091>.**

Only candidates selected for an interview will be contacted. No phone calls, please. While tools like ChatGPT can be helpful for inspiration, we encourage you to write your cover letter in your own voice. We value authenticity, personal insight, and a genuine reflection of your experiences.

**New Memphis is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, race, ancestry, national origin, color, religion, gender identity, age, marital status, sexual orientation, political affiliation, genetic information, disability, veteran status, or other characteristics. New Memphis is committed to providing a workplace free of any discrimination or harassment.**