



Development Manager, Annual Giving

The Development Manager, Annual Giving is a key member of Tennessee Wildlife Federation's development team, advancing the organization's mission by fostering strong, lasting relationships with supporters. This position promotes a donor-centered culture through thoughtful, timely, and personalized communication while developing and executing strategic and creative annual giving campaigns that inspire engagement and support.

In this role, the Development Manager oversees all aspects of annual giving, including managing donor acknowledgments, maintaining accurate records and reports, and ensuring the integrity of the donor database. The position also plans and implements campaigns through both direct mail and electronic channels, drafts compelling appeal letters and emails, and provides support for special events and other development initiatives as needed.

Location: Nashville, TN

To Apply: Submit a resume and cover letter to jobs@tnwf.org

Responsibilities

Annual Giving & Campaign Management

- Collaborate with the development and communication teams to design and execute annual giving fundraising campaigns, typically focused on gifts under \$1,000 and/or those solicited via mail or electronic channels, to achieve annual giving goals.
- Work closely with the Director and Associate Director of Development, as well as the communications team, to implement the Annual Giving Strategy.
- Evaluate the results of annual giving campaigns and provide recommendations for adjustments to strategy or content to maximize donor engagement and contributions.
- Serve as liaison between the annual giving consultant and the development and communications teams.

Donor Relations & Stewardship

- Acknowledge all gifts in a timely and appropriate manner.
- Update acknowledgment letters to maintain consistent, personalized communications with donors.
- Maintain detailed and accurate records of donor acknowledgments, interactions, and giving histories.

- Prepare special notes, correspondence, and donor-focused materials for mailings and cultivation efforts.
- Assist the Chief Development Officer, Director of Development, and Associate Director of Development with donor cultivation activities.

Gift Processing, Tracking & Reporting

- Process daily donations and track pledge payments and invoices with careful attention to providing a positive donor experience.
- Manage donor and gift tracking and reporting, including the processing and acknowledgment of all gifts, grants, and pledges.
- Maintain thorough supporting documentation, both paper and digital, for donations and grants.
- Monitor and report on donor activity, generating reports as needed to support the development team.

Database Management & Data Integrity

- Perform data entry and maintain database, including updating donor records, keeping donor profiles accurate, and ensuring acknowledgement notes are correct.
- Conduct monthly database maintenance and create data entry standards for staff

Mail, Communications & List Management

- Prepare mail and email lists; coordinate all aspects of bulk and individual mailings.
- Serve as back up for daily mail operations, including processing incoming mail and recording payments.
- Monitor annual giving budget and provide monthly tracking to Director of Development.

Administrative & Operational Support

- Maintain inventory and organization of development materials, including letterhead, envelopes, postage, and other supporting Tennessee Wildlife Federation materials.
- Assist with correspondence, direct and special mailings, and event planning as needed.
- Provide additional interdepartmental and executive support as assigned.

Other Duties

- Manage multiple projects simultaneously ensuring timely and effective completion.
- Other duties as assigned.

Skills and Abilities

- Excellent communication (written and verbal) and interpersonal skills; Ability to build relationships with diverse stakeholders.
- Strong editing skills, with a keen attention to detail; able to quickly identify and correct typographical errors.

- Excellent writing skills and the ability to align written correspondence with established communication messaging and tone.
- Proven ability to identify challenges and improve systems for greater efficiency.
- Demonstrated discretion and confidentiality in all verbal and written communications.
- Strong work ethic with the ability to reject setbacks and enthusiastically persist until goals are achieved.
- Professional and friendly. Able to handle the day-to-day ups and downs with efficiency, attention to detail, and a sense of humor.
- Ability to work independently and within a collaborative, team environment.
- Ability to manage multiple priorities and deadlines in a fast-paced environment; Ability to shift priorities quickly and unexpectedly.
- Resourceful and innovative at tackling challenges in a timely manner.
- Approach work from the Federation's point of view rather than a personal point of view.
- Must have a passion for the Federation's mission.
- A valid TN driver's license, including a good motor vehicle record, and appropriate automobile insurance.

Qualifications

- Bachelor's degree in a relevant field; emphasis on fundraising, communications, or nonprofit management preferred.
- Minimum of 2 years of experience in annual giving, CRM database management, data entry, and report building experience.
- Experience in a conservation organization preferred.
- Proficient across Microsoft Office 365 and Google Suite,

Benefits

- Medical, Dental, Vision, HSA, Short- and Long-Term Disability, Life, AD&D, Critical Illness, Accident
- Employee Assistance Program
- 401(k) match up to 6%
- 13 company paid holidays plus the week between Christmas and New Year's
- PTO (Vacation and Sick Time)
- Fridays off in July and mid-August

Compensation

This position offers a salary of \$50,000+, commensurate with experience.

EEO Statement

Tennessee Wildlife Federation is committed to providing equal employment opportunity for all persons regardless of age, disability, national origin, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, veteran or military status, genetic information or any other status protected by applicable federal, state, or local law.

Tennessee Wildlife Federation is committed to workplace diversity.

Ethical Hunting, Angling and Outdoor Recreation Practices

Federation staff know and respect the game and fish pursued in the field and follow all related laws, familiarize themselves with wildlife in the area and behave accordingly. This likewise applies to hiking, camping and other outdoor activities that require responsible use of public resources. As an employee of the Federation, all employees are expected to follow all state and federal hunting and fishing guidelines and practice ethical and fair chase practices while executing or assisting with program events or in your personal outings afield.