Job Title: Development Manager

Location: Knoxville, TN

Reports to: Executive Director

Employment Type: Full-Time; exempt

ABOUT KNOX HERITAGE

Knox Heritage is a community-based nonprofit dedicated to protecting Knoxville's unique character for future generations by preserving, restoring, and transforming historically significant places. Founded in 1974, the organization advances preservation through advocacy, education, investment, and community engagement. Knox Heritage stewards landmark properties, delivers public programs, and collaborates with partners to celebrate and sustain the history and culture that make Knoxville a vibrant place to live, work, and visit.

POSITION OVERVIEW

The Development Manager leads Knox Heritage's fundraising efforts, designing and carrying out strategies that increase support and strengthen connections with donors, partners, and the wider community. Working closely with the Executive Director, Board of Directors, staff, and volunteers, this role manages fundraising campaigns, donor engagement, grants, and development operations to support the organization's preservation mission and long-term sustainability.

This position is well suited for a results-oriented development professional who enjoys building meaningful relationships, managing diverse fundraising efforts, and connecting donors to the impact of Knox Heritage's work.

PRIMARY RESPONSIBILITIES

Fundraising Strategy & Revenue Generation

- Develop and execute annual and long-term fundraising strategies to increase individual, corporate, and philanthropic support.
- Lead fundraising initiatives including memberships, major gifts, corporate partnerships, and special events.
- Collaborate with the Executive Director to establish annual fundraising goals and track progress against revenue targets.
- Provide regular financial input related to fundraising including budget development, forecasts, and revenue reporting.

Donor and Partner Relationships

- Identify, cultivate, solicit, and steward relationships with individual donors, corporate partners, and community leaders.
- Implement a comprehensive donor stewardship program including acknowledgements, impact reporting, and ongoing engagement.
- Create donor-centered, multi-channel communications in collaboration with the Marketing & Development Coordinator.

- Partner with the Executive Director and Board to engage leadership and volunteers in development activities.

Grants, Reporting, and Development Operations

- Collaborate with the Executive Director and staff to develop grant proposals and manage grant reporting and compliance.
- Maintain accurate, secure, and up-to-date donor and grant records using the organization's CRM (Bloomerang).
- Analyze fundraising performance, efficiencies, and data trends to inform strategy and decision-making.
- Manage systems, timelines, and processes related to donor data, grants, and development reporting.

KNOWLEDGE, SKILLS, AND EXPERIENCE

- Bachelor's degree in Nonprofit Management, Marketing, Communications, or a related field, or equivalent professional experience.
- Minimum of three years of professional fundraising experience with demonstrated success managing multiple revenue streams.
- Strong relationship-building skills with the ability to engage donors, partners, and volunteers.
- Excellent written, oral, and interpersonal communication skills; comfortable with public speaking and presentations.
- Highly organized, detail-oriented, and able to manage multiple priorities while meeting deadlines.
- Proficiency with Microsoft Word and Excel and experience using donor databases or fundraising CRMs.
- Willingness to work occasional evenings and weekends for events and programs. Additional hours are balanced with encouraged comp time during regular business hours to support a healthy work-life balance.

COMPENSATION

- **Salary:** $55,000 - $60,000, commensurate with experience.
- **Benefits:** Knox Heritage offers a comprehensive benefits package including medical, dental, and vision insurance; 401(k) with employer match; and paid leave including vacation, sick time, and 14 paid holidays.

TO APPLY

For consideration, please email your resume and cover letter to christine@knoxheritage.org with "Development Manager" in the subject line by 2/28/2026.

Knox Heritage, Inc. is an Equal Opportunity Employer and is committed to building a diverse and inclusive team. We encourage applicants of all backgrounds to apply.