



THE MARY PARRISH CENTER

Director of Development & Communications

About The Mary Parrish Center

The Mary Parrish Center (MPC) provides safe, accessible, and compassionate housing and support services for survivors of interpersonal violence and their children. Through a range of programs, including Transitional Housing, Rapid Re-Housing, Domestic Violence Coordinated Entry, and the Moms' Empowerment Program and Kids' Club, The MPC helps survivors achieve safety, stability, and long-term independence. With a trauma-informed and survivor-centered approach, The MPC works to ensure that every individual has the opportunity to heal, rebuild, and move forward with hope.

The Role

The Director of Development & Communications is a senior leader responsible for the strategy, growth, and management of the organization's fundraising and brand identity. This role drives strategic donor engagement, focusing on the identification, cultivation, and stewardship of individuals and partners who make long-term investments in our mission.

Working closely with the Executive Director, you will lead the charge on transformational giving and ensure our public voice is consistent and compelling. You will manage a team of two: a Development Coordinator & Events Specialist and a Development Coordinator & Marketing Specialist.

Key Responsibilities

Major Gifts & Fundraising Strategy

- **Revenue Accountability:** Design and execute an annual fundraising plan to meet revenue targets across major gifts, corporate sponsorships, and individual giving.
- **Major Donor Pipeline:** Build and manage a personal portfolio of high-level prospects. You will lead the donor advancement process—taking donors from initial identification through solicitation and long-term stewardship.
- **Donor Stewardship:** Design individualized engagement strategies to deepen donor retention, ensuring that supporters see the direct impact of their contributions.

- **Board & ED Partnership:** Collaborate with the Executive Director and Board of Directors to equip them with the strategies, data, and "ask" scripts needed to engage the community effectively.

Grants Oversight & Collaborative Management

- **Team-Based Grant Writing:** Lead a collaborative grant-writing process where the Director, Executive Director, and development team divide and conquer the writing of proposals based on expertise and capacity.
- **Strategic Alignment:** Set the overarching strategy for all grants, ensuring that every application—regardless of who drafts it—is high-quality and consistent with the organization's goals.
- **Pipeline & Compliance:** Identify new funding opportunities and supervise the development team to ensure the grants calendar is strictly maintained and all impact reports are submitted on time.

Events & Corporate Partnerships

- **Signature Events:** Provide strategic oversight for our two primary annual events: Housing Hope and The MPC Pickleball Tournament.
- **Sponsorship Strategy:** Drive the acquisition of corporate sponsors, focusing on building multi-year partnerships and ensuring high-level fulfillment and recognition.
- **Strategic Execution:** Guide the Events Specialist to ensure these events hit their financial targets while serving as major cultivation opportunities for new and existing donors.

Communications & Team Leadership

- **Brand Voice:** Act as the guardian of the organization's voice. You will ensure that all newsletters, annual reports, and digital content align with our mission and fundraising goals.
- **Marketing Oversight:** Work with the Marketing Specialist to launch campaigns that increase visibility and convert community interest into financial support.
- **Team Coordination:** Manage the daily priorities of the team, ensuring that data integrity in the CRM is maintained and that staff are supported in their dual responsibilities.

- **Financial Tracking:** Monitor and report on fundraising progress, providing regular revenue forecasting and budget updates to the Executive Director.

Qualifications

- **Experience:** 5+ years of leadership in nonprofit development and communications.
- **Proven Results:** A documented track record of personally soliciting and closing major gifts.
- **Collaborative Writing:** Strong experience in grant strategy and the ability to coordinate a team effort to produce winning proposals.
- **Leadership:** Experience managing a small team and the ability to stay organized across multiple high-priority projects.
- **Communication:** Exceptional writing skills and the ability to build immediate rapport with diverse stakeholders and donors.

Location and Work Environment

This position offers a hybrid work schedule, typically consisting of three days working from home and two days in our Nashville offices. Our offices are located directly on the premises of our transitional housing program property, ensuring our leadership stays closely connected to our mission and the community we serve. Infrequent travel may be required for professional development or regional training.

Compensation & Benefits

- **Annual Salary:** \$85,000 – \$90,000, based on experience.
- **Health & Wellness:** 100% employer-paid medical, dental, vision, and life insurance premiums for the employee.
- **Retirement:** 401(k) plan (employer match not available at this time).
- **Generous Paid Time Off:** 120 vacation hours to start, 120 paid holiday hours, 32 PTO hours, and 96 sick hours annually.

To Apply: Please combine all materials into one PDF and email your (a) cover letter and (b) resume to marykatherine@maryparrish.org with the subject line “Director of Development and Communications.” Applications missing the required materials will not be considered. (*No mail, calls, or faxes please.*)

The Mary Parrish Center for Victims of Domestic and Sexual Violence is a 501(c)(3) charitable organization. The MPC is an equal opportunity employer who does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, veteran status, or any other protected status.