



Development Director Position

About Us

The Tennessee Breast Cancer Coalition (TBCC) is a grassroots organization dedicated to improving the quality of life for individuals undergoing treatment for breast cancer. Our mission is to be an advocate and provider for Tennesseans facing breast cancer through individual financial assistance, education, and legislative action.

About the Role

We are seeking an organized and motivated Development Director to support our fundraising efforts and organizational operations. This part-time position offers an opportunity to make a meaningful impact by helping secure resources that directly support breast cancer patients throughout our state. The ideal candidate will be passionate about our mission, skilled at building relationships, and able to manage multiple projects in a collaborative nonprofit environment.

Key Responsibilities

Fundraising & Development (Primary Focus)

- Research and identify potential individual donors, corporate sponsors, foundation prospects, and other funding sources.
- Cultivate relationships with donors, foundations, and community partners
- Prepare and submit grant applications
- Secure corporate sponsorships for organizational events
- Maintain accurate donor records and track fundraising activities
- Draft and send donor acknowledgments and correspondence
 - Manage & maximize *Little Green Light*, our donor management software
- Plan and manage execution of organizational fundraising campaigns
- Coordinate with external community partners fundraising for the organization

Tennessee Breast Cancer Coalition

1451 Elm Hill Pike ~ Suite 108 ~ Nashville, TN ~ 37210

Phone 615-377-8777 ~ Fax 615-541-1923 ~ www.tbcc.org



Communications & Marketing

- Develop/update sponsorship packets and marketing materials for events
- Assist with the creation of social media content to promote organizational activities and engage supporters
- Assist in developing media and marketing materials to support awareness efforts
- Assist with public relations activities and media outreach

Qualifications

Required

- 3-5 years experience working in the nonprofit sector
- Strong written and verbal communication skills
- Excellent organizational abilities and attention to detail
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook)
- Ability to work independently and manage time effectively
- Comfortable with a hybrid work schedule (remote and in-office)
- Reliable transportation for in-person work days in Nashville area
- Strong leadership skills and ability to work with people of diverse backgrounds

Preferred

- Familiarity with donor database systems or CRM software
- Experience with social media management and content creation
- Experience with grant writing and foundation fundraising
- Previous experience in development, fundraising, or donor relations
- Experience creating marketing materials or graphic design skills

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Schedule & Work Environment

This is a part-time, hybrid position requiring up to 20 hours per week. The schedule offers flexibility and will include a combination of remote work and in-person days at our Nashville office. Some evening or weekend availability may be occasionally needed for events.

Compensation and Benefits

Compensation for this role is set at \$28/ hour. Health, vision, dental and retirement benefits are not currently available.

To Apply

Please submit your resume and a brief cover letter describing your interest in this position, relevant nonprofit experience, and any personal connection you may have to breast cancer (if you feel comfortable sharing) to beth@tbcc.org. We look forward to hearing from you!

The Tennessee Breast Cancer Coalition is an equal opportunity employer committed to building a diverse and inclusive team.

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