

DEVELOPMENT AND COMMUNICATIONS MANAGER TENNESSEE NONPROFIT NETWORK



Location: Statewide in Tennessee (Hybrid work schedule)

Travel: Occasional travel to Memphis headquarters and other regions as needed

Status: Full-Time, Exempt

Salary: \$70,000 annually

Apply: <https://app.loxo.co/job/>

PLEASE SUBMIT BOTH A RESUME AND COVER LETTER.

WHO WE ARE

We believe that nonprofits are stronger together. Tennessee Nonprofit Network is a 501(c)(3) nonprofit organization, serving as the state association for nonprofits in Tennessee. Our network brings together 1,000's of nonprofits across Tennessee to learn, advocate, and collaborate. The mission of Tennessee Nonprofit Network (TNN) is to build the momentum of the nonprofit sector in Tennessee to drive equitable, measurable, and lasting change.

Central to our programming is our work in leading community initiatives, expanding sector research, convening community conversations and events, and working alongside community partners to advance public policy work impacting our sector. We believe that strengthening nonprofit organizations and the nonprofit sector is a conduit for influencing broader societal change and must include an emphasis on increasing equity and accountability throughout the sector. We seek to continually learn and to listen to the needs of those we serve and authentically meet nonprofit organizations where they are. We envision a nonprofit workforce where individuals are reaching their maximum potential and are motivated to continue to work for the greater good. Our vision is for the nonprofit sector to form equitable partnerships with philanthropy, business, and government sectors in united efforts to solve community challenges.

Tennessee Nonprofit Network recognizes that our people are our most valuable asset. Our capacity for growth and creating impact is dependent on shared trust, respect, and professionalism. We believe that everyone on our team brings unique gifts and adds value, and everyone on our team has opportunities, and is called upon, to make meaningful contributions to the organization in pursuit of our mission.

Tennessee Nonprofit Network is committed to an inclusive, fair, equitable, and safe workplace. Tennessee Nonprofit Network strives to create a workplace and staff that reflects the exciting diversity of the community that TNN serves.

POSITION SUMMARY

The Development and Communications Manager plays a vital role in advancing TNN's mission by leading strategic communications and securing institutional funding that strengthens the nonprofit sector across Tennessee.

This position serves as the organization's primary lead for communications, grant writing, grant management, grant reporting, and corporate sponsorship development. Working collaboratively across the organization, the Development and Communications Manager will tell the story of Tennessee Nonprofit Network's impact through compelling content while building and stewarding relationships with funders and corporate partners.

This is an excellent opportunity for a creative, organized, and mission-driven nonprofit professional who enjoys both strategic thinking and hands-on execution. Success in this role requires exceptional writing skills, strong project management abilities, and the capacity to manage multiple priorities while supporting a statewide organization.

While all employees are asked to make broad contributions of time and expertise to support TNN, assist team members, and help execute statewide initiatives and events, the specific responsibilities of the Development and Communications Manager include:

ESSENTIAL FUNCTIONS

Lead Organizational Communications

- Produce and manage TNN's regular member newsletter.
- Develop engaging content for social media platforms that elevates TNN's programs, advocacy efforts, research, and statewide impact.
- Write, edit, and distribute organizational publications, marketing materials, member communications, and promotional content.
- Support implementation of TNN's statewide communications strategy.
- Ensure messaging is consistent, mission-centered, and aligned across all communication channels.
- Collaborate with staff to gather stories, data, and impact metrics that highlight the value of Tennessee's nonprofit sector.

Grant Writing & Grants Management

- Research foundation, corporate, and government funding opportunities aligned with TNN's mission.
- Write compelling grant proposals, letters of inquiry, and applications.
- Manage the full grant lifecycle from application through award.
- Coordinate grant implementation with program staff.
- Maintain grant calendars and ensure compliance with all funding requirements.
- Prepare timely and accurate grant reports demonstrating organizational impact and outcomes.

Manage Corporate Sponsorships

- Cultivate and manage relationships with corporate sponsors across Tennessee.
- Identify new sponsorship opportunities that align with TNN programs, events, and initiatives.
- Develop sponsorship materials and customized partnership proposals.
- Steward existing sponsors to encourage continued engagement and investment.

Measurement, Reporting & Collaboration

- Track communications, sponsorship, and grant performance metrics.
- Maintain accurate records related to grants, sponsorships, reporting deadlines, and communications activities.
- Collaborate with colleagues to ensure organizational messaging reflects current initiatives and strategic priorities.
- Assist with statewide events, conferences, trainings, and member engagement efforts as needed.

Additional Responsibilities

- Model TNN's guiding principles in all interactions, both internal and external.
- Contribute to equitable internal practices and support a diverse, inclusive organizational culture.
- Stay informed on nonprofit trends, communications best practices, and philanthropy.
- Maintain knowledge of TNN's programs and services.
- Help cultivate strong relationships with nonprofit members, funders, sponsors, and community partners throughout Tennessee.

POSITION EXPECTATIONS

The Development and Communications Manager should demonstrate:

- A minimum of three (3) years of professional experience in nonprofit communications, grant writing, development, marketing, or a closely related field.
- Exceptional written communication skills, including experience writing grants, newsletters, marketing content, reports, and donor communications.
- Proficiency in grant writing (minimum of 3 years).
- Experience managing multiple deadlines and complex projects simultaneously.
- Proficiency in managing grant reporting requirements and compliance.
- Experience developing or supporting corporate sponsorships or fundraising partnerships.
- Strong project management and organizational skills.
- Intermediate to advanced proficiency with Microsoft Office and communication platforms.
- Experience with CRM, donor management, email marketing, and social media platforms.
- The ability to communicate effectively with diverse audiences across Tennessee.
- A demonstrated commitment to diversity, equity, inclusion, and belonging.
- Personal qualities of integrity, professionalism, collaboration, and commitment to TNN's mission.

The Development and Communications Manager will be expected to:

- Work independently while collaborating closely with colleagues across a statewide team.
- Balance multiple competing priorities while consistently meeting deadlines.
- Receive and provide constructive feedback.
- Think strategically while executing day-to-day communications and development activities with excellence.
- Travel periodically throughout Tennessee, including to the Memphis headquarters and regional events, meetings, and conferences.

COMPENSATION

The salary for this role is \$70,000 annually. TNN offers an option for medical health insurance coverage (80% employer paid) with options for employee-paid dental and vision coverage. All full-time employees are eligible to participate in TNN's 401k Plan with an employer match of up to 2% of the employee's annual salary. TNN offers a flexible work environment and a generous holiday schedule. TNN provides a Flexible PTO plan which allows employees to take approved time off as needed for appointments, illness, family leave, or self-care. TNN provides opportunities and funds for professional development for all employees.

PHYSICAL CONDITIONS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation will be made as needed to enable all qualified individuals to perform the essential functions.

While performing the duties of this job, the employee regularly will be required to communicate with other employees and community members, both in-person and virtually using technology platforms provided by TNN. The employee will be required to participate in regular meetings and may be asked to lead meetings or events.

The employee frequently will be required to remain in a stationary position for long durations of time. The employee will be required to constantly operate a computer and may be asked to operate other office machinery, such as a computer printer or copy machine. The employee may occasionally be required to move items and equipment weighing up to 20 pounds (e.g., training materials, swag). The employee will be required to travel periodically throughout the state to key counties (Davidson, Shelby, Knox, Hamilton,

Rutherford) for trainings and outreach, and may be required to drive or arrange transportation for themselves to offsite events.

This is a full-time position with a hybrid work schedule. The employee will be required to work in an office environment. The employee will adhere to all TNN personnel policies for remote work. All office equipment reasonably required to perform work remotely will be provided by TNN. The scheduling of in-person versus remote work is at the discretion of the employee's direct supervisor and is subject to change. This position may occasionally require some evening and weekend activity to accommodate regional events and trainings.

CANDIDATES SHOULD SUBMIT BOTH A RESUME AND A COVER LETTER.