

Philanthropy Officer

At the Tennessee Aquarium, we strive to connect people with nature and empower them to make informed decisions about water and wildlife. We are passionate about our values, which include respect for conservation, a mindset of lifelong learning, and a collaborative, learning-based, respectful work environment. The Philanthropy Officer's primary responsibility is to manage and develop a portfolio capable of making gifts of \$10,000 or more, ensuring rapid growth of this vital segment of supporters. The Philanthropy Officer reports to the Director of Philanthropy.

Key Responsibilities

1. Enacts strategies that engage key constituents in the organization's shift to proactive growth of annual philanthropic supporters who want to invest in the Tennessee Aquarium.
2. Develops and implements donor solicitation strategies for a portfolio of prospects and donors with the capacity to make annual investments of \$10,000 or more in the Tennessee Aquarium.
3. Prepares proposals for gift solicitations that may include major, planned, and annual fund gift components.
4. Collaborates with the Director of Philanthropy and the Philanthropy Manager on moves management strategies across all levels of giving, ensuring that donors are regularly provided the opportunity to increase their philanthropic investment.
5. Visits with assigned prospects and donors in person and in accordance with established fundraising activity metrics, ensuring consistency across all levels of giving.
6. Ensures protocols set forth by the Director of Philanthropy are followed to record all activities related to the Tennessee Aquarium's annual fundraising, and data is entered into the CRM accurately and in a timely fashion.
7. Supports and grows the Tennessee Aquarium's annual fund and planned giving programs by engaging current River Society and Watershed Members, cultivating new donors through targeted communication, learning opportunities, events, and collaboration with third-party consultants.
8. Works with the Philanthropy Support Specialist and team to ensure prompt receipt of gifts and appropriate donor acknowledgments.
9. Stewards current and prospective donors at all donor cultivation events, providing operational support as needed.
10. Represents the organization in the community as appropriate.

Key Requirements

- College degree in a related field required (Non-Profit Management, Public Administration, Communications/Public Relations, Business Administration/Management, Fundraising, etc.)
- 2+ years of mid-level gifts fundraising and/or direct donor relationship experience with a proven record of successful cultivation and solicitation of gifts.
- Experience working with donor management and data management systems required.
- Experience with planned gifts is preferred.
- Excellent communication skills (verbal, written, listening).
- Exhibits strong interpersonal skills and a professional attitude in the workplace.
- Demonstrated high level of emotional intelligence with the ability to navigate interpersonal dynamics effectively
- Strong computer proficiency and ability to learn new software quickly.
- Strong organizational and project management skills, with the ability to execute tight deadlines with close attention to detail.

The Tennessee Aquarium is an equal opportunity employer committed to promoting an inclusive environment that values and supports diversity and equity among staff, volunteers, and its audiences.

August 4, 2026

- Excellent relationship management skills, including bringing stakeholders closer to the organization's mission and vision.
- Ability to work well within a team environment.
- Must uphold strict confidentiality in all aspects of the role.

Full-time, salaried (Starting at \$70,000/year, commensurate with education and experience); Some evening and weekend work required on occasion.

To apply, submit an online application, resume, and cover letter through the Aquarium's careers site at <https://recruiting2.ultipro.com/TEN1003TNAQ/JobBoard/12ee8ae7-931c-4fa4-a24a-ff683f36b8c3/?q=&o=postedDateDesc>

All submissions must be received by **August 14, 2026, at 5:00 PM EST.**

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