



Development Coordinator

Mission, Vision, and Values

The Nashville Food Project brings people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city. At The Nashville Food Project, we embrace a vision of vibrant community food security in which everyone in Nashville has access to the food they want and need through a just and sustainable food system. This mission and vision are guided by core organizational values, including hospitality, stewardship, interdependence, learning, justice, and transformation.

Organizational Background

The Nashville Food Project (TNFP) was born from the idea that good food is a matter of basic dignity. Since its start in 2007, TNFP has served thousands of Nashvillians facing food insecurity. In 2011, TNFP was incorporated as an independent nonprofit, shifting the focus of its meals program toward a collaborative partnership model and launching an urban agriculture program. Today, TNFP continues to connect people to nourishing food and to each other through vibrant urban agriculture projects, made-from-scratch meals, and food shared with local partners working to disrupt cycles of poverty.

Position Summary

The Development Coordinator (DC) is the operational backbone of TNFP's Development Team. Reporting to the Director of Development (DoD), this role strengthens fundraising and stakeholder relationships through reliable systems, accurate data, timely stewardship, prospect research, project coordination, and event and engagement support. The DC keeps Development systems, timelines, and workflows organized and supports donor stewardship, prospect research, campaigns, and team-wide project coordination. They work closely with the Director of Development, fundraisers, Finance, and Marketing & Communications to keep projects organized and moving forward.

ESSENTIAL JOB FUNCTIONS

Development Operations and Data

- Coordinate donor engagement, stewardship, and development efforts for TNFP
- Maintain the overall health and integrity of Raiser's Edge NXT
- Manage data quality, list, reports, dashboards, and pipeline updates
- Manage daily gift entry in Raiser's Edge
- Coordinate with Finance Team on monthly gift reconciliation and acknowledgements
- Manage pledge reminders, tribute gifts, and donor recognition
- Maintain Development calendars, workflows, templates, and documentation

Donor Engagement & Stewardship

- Coordinate donor stewardship activities and engagement opportunities, including tours, receptions, and other experiences

- Maintain stewardship calendars, track donor touchpoints, and support donor recognition and impact reporting
- Help ensure a welcoming, hospitality-centered donor experience

Development and Campaign Support

- Research individual, foundation, and corporate prospects and prepare donor profiles and meeting briefs
- Review prospect insights and maintain research and qualification lists
- Support annual giving, grants, sponsorships, and other fundraising campaigns
- Support campaign timelines, mailings, lists, communications, and logistics in collaboration with Marketing & Communications
- Assist with board and committee preparation
- Provide administrative and reporting support across the Development team

Partnership and Event Support

- Support cause marketing and third-party fundraising efforts
- Assist with partner communication, tracking, logistics, and stewardship
- Coordinate logistics for smaller donor engagement and fundraising events
- Support Nourish planning and implementation alongside staff and outside vendors

REQUIRED QUALIFICATIONS

- At least three (3) years of experience in nonprofit development or fundraising operations including donor database management, stewardship, campaign support, or related work; equivalent education and experience considered
- Strong organizational and project management skills with exceptional attention to detail
- Experience working with databases, spreadsheets, reporting tools, and data-management processes
- Ability to manage multiple projects, priorities, and deadlines
- Excellent written and verbal communication skills and demonstrated professionalism
- Ability to interpret fundraising and engagement data and translate it into useful reports and action steps
- Ability to build positive relationships and collaborate effectively with colleagues, organizational leadership, board members, committees, donors, and external partners
- Proficiency with Google Workspace and Microsoft Office Suite
- Commitment to providing a welcoming, hospitality-centered experience for supporters and community members

PREFERRED QUALIFICATIONS

- Experience with Raiser's Edge NXT or similar donor database/CRM platform
- Experience in donor stewardship, annual giving, fundraising operations, or related stakeholder engagement work
- Familiarity with wealth-screening tools, donor segmentation, and fundraising reporting
- Experience supporting fundraising campaigns, donor engagement activities, and events
- Interest in food access, community development, anti-poverty work, or related social impact issues

CLASSIFICATION

This role is a full-time, exempt position. This is a hybrid position with both in-office and remote work. This position has no direct supervisory responsibilities. Weekend and evening hours are required occasionally.

COMPENSATION & BENEFITS

Starting annual salary is \$49,000-\$54,000, commensurate with experience. TNFP offers a benefits package for full-time employees including:

- 75% employer paid health insurance, with voluntary dental and vision insurance
- 25% employer paid health insurance for spouse and dependents
- Employer paid term-life and AD&D insurance, and long-term disability insurance
- Employee assistance program
- Cell phone stipend
- 16 paid holidays
- Flexible Time Off (FTO)
- Parental leave
- Hybrid work environment with flexible work schedule and location
- Ongoing training and professional development opportunities

To apply, please send a resume and cover letter outlining your interest in our work and mission to info@thenashvillefoodproject.org. Applications received on or before September 30, 2026 will receive priority consideration. Candidates will be considered until the position is filled.

In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.