

Parkinson Foundation, Inc.

Job Description

Position: Advancement Director, Tennessee and Kentucky Chapter
Reports to: Senior Regional Director, Southeast
Position Status: Full-Time, Exempt
Location: Remote – within the state of Tennessee; with preference in Nashville, TN or Knoxville, TN

DESCRIPTION:

The Parkinson's Foundation makes life better for people with Parkinson's disease by improving care and advancing research toward a cure. In everything we do, we build on the energy, experience, and passion of our global Parkinson's community.

PRIMARY ROLE: The Advancement Director will lead the Tennessee and Kentucky Chapter (TNKY), responsible for strategically implementing revenue development and mission delivery to advance the Parkinson's Foundation's goals. This role involves achieving targeted revenue metrics—such as fundraising events, corporate development, individual giving, and Ambassador/board development—and education & outreach metrics, including volunteer development, community partner engagement, and new outreach opportunities. The Director will also develop, manage, and oversee the Chapter budget and long-term strategy for sustained revenue growth. Additionally, the Director will cultivate community partnerships and alliances to promote growth and awareness. As a key member of the regional team, the Advancement Director will collaborate with the Regional Director and other team members to meet regional standards and expectations. The TNKY Chapter extends its services across both states, offering a significant opportunity to make a tangible difference in the lives of individuals affected by Parkinson's.

RESPONSIBILITIES: Responsibilities include, but are not limited to the following:

Revenue Generation and Outreach:

- Drive revenue and outreach standards, strategies, and growth opportunities for the Chapter.
- Develop, implement, contribute to, and monitor an annual budget and long-term strategy plan for the Chapter, including management of assigned chapter revenue benchmarks.
- Formulate and implement strategies and tactics for Chapter fundraising activities to sustain continued growth, including optimizing opportunities in core market areas and identifying opportunities for expansion.
- Build and execute a strategy for consistent Parkinson's Foundation presence in remote communities served by the Chapter, including regular in-person travel by team to communities and strategically planned outreach activities.
- Work with the team to create and implement strategies to meet fundraising goals through Parkinson's Foundation's signature Peer-to-Peer fundraising initiatives, including Moving Day events and special events. Provide hands-on support for P2P fundraising initiatives when necessary.

Stakeholder and Community Engagement:

- Serve as lead relationship manager for key stakeholders both in revenue and mission delivery, including local community partners, corporate partners, allied health partners, and strategic partnerships.
- Manage a personal portfolio of donors for cultivation, stewardship, and solicitation of increased giving. Sustain focus on increasing Chapter-level individual giving growth and work with revenue collaborators within the organization.
- Develop and direct the cultivation, solicitation, follow-up, and recognition process for fundraising event participants, corporate partners, and key Chapter stakeholders year-round.

- Actively seek opportunities to address community needs and positively impact the local community while advancing the mission, goals, and values.
- Serve as a local representative for Parkinson's Foundation, acting as spokesperson when necessary and appropriate.

Team and Volunteer Management:

- Lead, recruit, and retain high-level volunteers and Ambassadors, including leadership of the Chapter Board and annual board giving.
- Lead and coach Chapter team members to achieve revenue, community outreach, and professional development success.

Operational Efficiency:

- Maintain accurate records of Chapter activities and utilize the RE NXT database for community, donor, and constituent management.
- Ensure total team compliance with organizational database tracking standards.
- Perform all other duties and tasks required to support all new and/or proposed fundraising events, programs, and activities.
- Stay informed about organization-wide activities and properly utilize available resources.
- Be knowledgeable about Parkinson's disease and the Foundation's strategic plan and operations.

EXPERIENCE/SKILLS/QUALIFICATIONS REQUIRED:

- Bachelor's degree and a minimum of 6 years of fundraising experience, preferably within a healthcare non-profit organization.
- Demonstrated track record of successful fundraising experience that includes special events, corporate/foundation giving, donor cultivation and recognition, donor records, and acknowledgment.
- Proven and applicable skills in strategic planning, budgeting, and volunteer development.
- Outgoing, energetic, organized, and detail-oriented team member who can adhere to timelines and prioritize effectively.
- Strong verbal and written communication and presentation skills.
- Skilled people developer with a history of managing high-performing teams of 2 or more.
- Ability to lead and close high-level solicitations.
- Excellent interpersonal and relationship-building skills.
- Strong volunteer recruitment, committee development, and management skills.
- Experience securing corporate partnerships is a must.
- Self-starter who is also collaborative, a quick learner, and an effective team player.
- Excellent active listening, analytical, and problem-solving skills.
- Ability to effectively multi-task, establish priorities, and work in a fast-paced environment.
- Highly efficient in time management and able to meet deadlines under pressure. Detail-oriented with strong organizational skills.
- Ability to provide a high level of customer service to external constituents.
- Self-motivated, results-oriented leader with strong organizational skills.
- Strong computer skills, proficient with the MS Office suite.
- Proficiency in Raiser's Edge NXT is a plus.
- Must be able to lift at least 20 lbs. from the ground to waist level with or without reasonable accommodation.
- Capacity to work flexible hours, including evenings and weekends, with adherence to core business hours.
- Ability to travel throughout the Chapter and region up to 30% of the time, with reliable personal transportation and a valid driver's license.
- Demonstrates the organizational values of excellence, teamwork, collaboration, integrity, positivity, dedication and responsiveness.

COMPENSATION:

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included. The salary range for this position is \$75,000-\$80,000.

HOW TO APPLY:

Please submit a resume, cover letter, and salary requirement to employment@parkinson.org. Applicant review will continue until the position is filled. Please indicate, **“Advancement Director – TNKY Chapter”** in the subject line. Resumes without a cover letter and salary requirements will not be considered. No phone calls please.

The Parkinson's Foundation is an equal-opportunity employer.