



Development Officer

Position: Full-Time / Salaried / Exempt

Supervisor: Chief Development and External Affairs Officer (CDO)

SUMMARY: The Development Officer is responsible for fundraising activities in assigned territories and markets. He/she will work with the CDO, senior management team, regional staff, and volunteers to identify, cultivate, solicit, and steward donations in support of the mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Philanthropy and Special Events:

1. With the CDO, develops and implements specific fundraising plans including major gifts, corporate and foundation giving, and special event sponsorships.
2. Maintains quality of annual giving and works to build new philanthropic relationships, including high net worth individuals, corporations and foundations and individual donors.
3. Solicits gifts in strategic alignment of fundraising and community engagement goals.
4. Coordinates with the Grant Writer to submit required written proposals to secure gift within assigned territory.
5. Working with the Special Events Manager, assists in the planning, execution, and fundraising for Special Events throughout the region.

General Duties:

1. Adheres to agency and department policies and procedures
2. Participates in agency and department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.

QUALIFICATIONS:

Bachelor's Degree or higher, in non-profit management, business, marketing, public relations, communication or related fields. Minimum of three years direct fundraising experience preferred. Possess valid, current Tennessee driver's license.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Veteran preferred.
- Excellent organizational, multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Ability to motivate clients and staff toward success.
- Compassionate, energetic and team focused.
- Comfortable in individual, group and public speaking environments.

BENEFITS:

Fun, mission driven culture; excellent PTO policy; 401K and subsidized health care, dental and vision plan.

HOW TO APPLY:

A resume and cover letter should be submitted to jobs@osdtn.org. No phone calls please. The selected candidate must pass a drug test and background check.

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