

Tennessee Immigrant and Refugee Rights Coalition

Position: Development Director

Full Time Exempt Position, Based in Nashville, TN. Reports to the Senior Director of External Affairs.

ABOUT TIRRC

The Tennessee Immigrant & Refugee Rights Coalition (TIRRC) is a statewide, immigrant and refugee-led collaboration. Our mission is to build power, amplify our voices, and organize communities to advocate for our rights. Our vision is a stronger, more inclusive Tennessee where people of all nationalities, immigration statuses, and racial identities can belong and thrive. TIRRC has a sister organization, TIRRC Votes, a separate, but related, nonprofit organization that is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Although TIRRC and TIRRC Votes share a common goal of building power for immigrants and refugees in Tennessee, they are separate organizations with their own board of directors. A set of employees at the two organizations, including the person filling this position, shares their time between the two organizations. This has no effect on salary or benefits.

ABOUT THE POSITION

TIRRC is seeking a creative, visionary, community-centric individual to provide strategic leadership to all fundraising efforts with an eye for increasing donor-based revenue streams. This position will establish annual fundraising goals and strategies, and will guide and support leadership and staff to secure financial support from individual donors, unions, and corporations.

RESPONSIBILITIES

Lead implementation of year-round fundraising strategies, including prospecting, solicitation, cultivation, engagement, and stewardship plans and activities for TIRRC and TIRRC's 501(c)4 sister organization, TIRRC Votes:

- Grow individual donor revenue by cultivating relationships with current and prospective donors and overseeing a portfolio of major donors (\$500+), bringing in Executive Director, board members, and program staff as applicable;
- Identify and implement strategies to improve donor retention, cultivation, and pipeline building statewide;
- Tailor written and verbal communications with donors to meet the needs of each individual and produce high-quality donor-centric communications and concept papers;
- Identify opportunities to secure new streams of revenue from corporate sponsorships;
- Identify bespoke events for top supporters and prospective donors, and work with Development Coordinator to execute;
- Support corporate and major donor fundraising strategy for InterNASHional Food Series events;
- Lead planning of annual fundraising campaigns and drives, including, but not limited to, annual year-end appeal, the Big Payback and Giving Tuesday;
- Support staff in executing strategies for recruiting members, grassroots and small dollar donors and increasing number of sustainers;
- Work with Communications team to create social media posts, marketing materials, and stewardship materials for TIRRC and TIRRC Votes donors;
- Identify and implement digital fundraising strategies, website, and social media updates in coordination with Communications team;
- Establish annual fundraising plan for sister organization, TIRRC Votes, in coordination with planned field activities to target donors, sponsors, and events in priority districts.

Provide leadership and organizational support:

- Support the overall strategic efforts of the external affairs team;

- Represent TIRRC at community events, in the media, and with other organizations as needed;
- Ensure all data is maintained in the organizational database.

Job responsibilities include but are not limited to those listed above. As with every position at TIRRC, every person in the organization will assist their colleagues to ensure a cooperative environment and respond to the needs of the moment. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS & SKILLS

- Belief in TIRRC's mission and experience with social justice;
- Experience securing major gifts running high 3 figures to 6 figures highly preferred;
- Knowledge of the donor lifecycle including prospecting, cultivation, and stewardship preferred;
- Experience with 501(c)4 fundraising preferred;
- Proven success creating solicitation materials such as email campaigns, year-end giving letter, and event sponsorship packages;
- Demonstrated ability to work on deadline, be highly organized, work with little supervision, and maintain accountability and strong communication with others in collaborative projects;
- Demonstrated ability and comfort with public speaking;
- Availability to work flexible hours, including some nights and weekends;
- Fluency in English required and another language preferred;
- Must have reliable transportation.

SALARY AND BENEFITS PACKAGE:

Salary Range: \$70,000-\$80,000 depending on experience

Benefits: Full-time TIRRC employees are eligible to receive medical, dental, and vision insurance with 100% of the medical employee premium covered by TIRRC, participate in a 401K retirement plan, and receive 24/7 access to an Employee Assistance Program. In addition, TIRRC provides paid leave including up to 15 vacation days, 13 paid holidays, and 3 weeks paid sick leave in an employee's first year and 6 weeks of paid parental leave.

To apply for this position, please send a cover letter and resume to jobs@tnimmigrant.org.