



**JOB TITLE:** Development Manager (Full-Time)  
**STATUS:** Full Time, Exempt  
**REPORTS TO:** President & CEO  
**JOB SUMMARY:** The Development Manager plays an essential fundraising role and is based in Knoxville. The manager is responsible for raising funds through individual, corporate, and institutional giving. This includes identifying, cultivating, and soliciting gifts, corporate support, employee giving, and foundation grants. S/he is responsible for prospect research, database integrity, and stewardship of donors in support of the goal of raising funds from individuals, corporations, and philanthropic foundations.

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**BACKGROUND:** Make-A-Wish® East Tennessee seeks funding from individuals, corporations, and foundations to support wishes granted to children with critical illnesses in its 36-county territory. Success in granting wishes is dependent on the effectiveness of the chapter's development team and fundraising efforts. The three-member development department is responsible for all aspects of the fundraising program including major gifts, individual giving, corporate gifts, employee giving, foundation grants, events, and cause-related marketing.

**DEVELOPMENT MANAGER RESPONSIBILITIES:**

- Develop the plan for and manage the annual fund campaign to include direct mail, personalized outreach, and stewardship. Oversee an individual gifts program that includes leveraging existing donors, identifying new prospects, and stewarding supporters.
- Design and promote a monthly giving campaign by leveraging media relationships or celebrity endorsements and encouraging regular online donations.
- Implement the plan to cultivate, upgrade, and acquire corporate donors through general corporate giving, corporate foundation giving, matching gift opportunities, and workplace campaigns. Work with Make-A-Wish America staff to promote national partnerships and activate national campaigns on a local level across East Tennessee.
- Identify foundation opportunities and submit grant applications. Manage relationships with existing family and corporate foundations. Steward grant makers, submit impact reports, and encourage renewal and/or increased support.
- Grow school-based fundraising through Kids For Wish Kids, Wish Makers On Campus, NCAA DII Partnership, and the Chi Omega National Charity Alliance programs. Identify decisionmakers at elementary, middle, and high schools, on college campuses, and within university sports departments and develop relationships that lead to engaged and ongoing fundraising campaigns based on the national models.
- Establish and maintain excellent donor relationships by designing, evaluating, and participating in the chapter's donor stewardship plan.
- Represent the chapter at community speaking engagements when appropriate.
- Participate in bi-weekly development meetings and one-on-one meetings with the President & CEO. Prepare regularly scheduled or special reports accurately and efficiently. Present to the Board of Directors when necessary.
- Perform other related duties as assigned or requested.

**EDUCATION, EXPERIENCE, AND ADDITIONAL REQUIREMENTS:**

- Bachelor's degree in marketing, nonprofit management, or similar field.
- Minimum of three years of fundraising, sales, or account management experience.
- Ideal candidates bring skills and experience in presenting to and managing relationships with corporations, senior executives, and the public.
- Ability to work and communicate with a wide range of internal and external constituents.
- An innate desire to provide Wow Experiences to donors, prospects, wish families, volunteers, and coworkers.
- Personal commitment to and passion for the Make-A-Wish East Tennessee mission.
- Thorough understanding of East Tennessee and its communities including the corporate landscape.
- Excellent oral and written communication, presentation, and interpersonal skills. Comfortable speaking in front of groups.
- The ability to work effectively as part of a team.
- Willingness to work occasional evenings and weekends , to travel as needed, and to manage multiple tasks and prioritize.
- Experience in Salesforce preferred.

**COMPENSATION:**

Compensation includes a competitive base salary commensurate with experience and a package of employee and health benefits.

**TO APPLY:**

Please submit a cover letter, resume, and salary requirements to [etn.wish@gmail.com](mailto:etn.wish@gmail.com). No calls or office visits. Applications without a cover letter will not be considered.

*Make-A-Wish® East Tennessee is an Equal Opportunity Employer and encourages applications from all qualified individuals.*