



## Development and Events Manager

This position is part of Harpeth Conservancy's strategic growth plan to expand the number of vibrant, talented, and experienced leaders on behalf of ensuring clean water and healthy rivers for every Tennessean.

**Position Description:** Harpeth Conservancy seeks a detail-oriented, collaborative, highly organized, and savvy individual to work closely with the Director of Development, other team members, board members, external partners, and volunteers to help execute the organization's fundraising strategy and plans. The Development and Events Manager will be actively involved in the planning and execution of fundraising events of all sizes, and will regularly partner with volunteers, vendors, and sponsors. The Development and Events Manager is also responsible for managing our DonorPerfect database; duties include donor tracking, list management, and system improvement. This position is full-time and reports to the Director of Development.

### **Responsibilities of the position will include, but not be limited to:**

#### Event Planning & Execution (35%)

- Plans and coordinates logistics for fundraising events and donor stewardship activities
- Manages event registration, invitations, RSVPs, and follow-up correspondence
- Tracks event invoice processing and sponsorship funding
- Partners closely with contracted event management company
- Liaises with vendors, venues, and volunteers to ensure the successful execution of events
- Manages the production of event materials, including programs, signage, and promotional items in collaboration with Community Engagement department
- Maintains inventory of fundraising and event supplies

#### Donor Database Management (30%)

- Maintains and updates donor information in the Donor Perfect database
- Ensures accuracy of donor records, gift tracking, and acknowledgments
- Generates reports and analyzes donor data to inform fundraising strategies and monitors progress toward goals

#### Stewardship & Donor Relations (15%)

- Ensures timely and accurate acknowledgment of all gifts
- Assists in executing donor stewardship plans, ensuring donors are recognized and kept informed of the organization's impact

- Supports donor retention efforts by organizing and coordinating donor recognition events or personalized communications

#### Administrative Support (10%)

- Contribute to day-to-day development-related administrative support, including scheduling meetings, preparing meeting materials, and note-taking
- Assists in managing relationships with corporate sponsors, individual donors, and foundations
- Other duties as assigned by management

#### Fundraising Support (5%)

- Assists with annual fundraising campaigns, appeals, and grant submissions
- Supports direct mail efforts by updating mailing lists

#### Prospect Research (5%)

- Conducts research on potential individual, corporate, and foundation donors to identify new funding opportunities
- Prepares prospect profiles and briefings for leadership and the development team

#### **Ideal Qualifications:**

- Bachelor's degree in nonprofit management, communications, marketing, or related field preferred; equivalent experience will be considered
- 3-5 years of experience in fundraising, event coordination, or nonprofit administration
- Have connections from working or living in Tennessee
- Knowledge of and interest in conservation to aid in explanation of our work to a broad variety of audiences, both in written materials and person-to-person

#### Successful candidates will demonstrate:

- Proficiency in donor management software (DonorPerfect, Raiser's Edge, or similar), Microsoft Office Suite, and event planning tools
- Strong organizational and project management skills, with keen attention to detail
- Strong interpersonal skills and adept at interacting professionally and comfortably with all levels of donors, supporters, team members, and volunteers
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively in a fast-paced environment
- Ability to multi-task and stay calm under pressure
- Commitment to the mission and values of the organization

#### Requirements:

- Able and willing to work outside of the constraints of a standard work week, as required, including weekends

- Ability to lift 25 pounds
- Valid Driver's License in the State of Tennessee and adequate transportation and proof of insurance
- Must be able to work legally in the United States

**Salary, Benefits and Work Environment:**

The salary base is \$55,000, with a range above based on experience. The position is based at our office in Brentwood, TN. A flexible work schedule is expected to accommodate evenings and weekends, travel, and traffic. Harpeth Conservancy benefits include paid-time-off, health insurance plan, and a Simple IRA retirement plan.

**Please submit cover letter, resume, and three references to:** [katiemaxwell@harpethriver.org](mailto:katiemaxwell@harpethriver.org), addressed to Katie Maxwell, Operations Manager

**About Harpeth Conservancy:**

Harpeth Conservancy is a science-based conservation organization dedicated to clean water and healthy ecosystems for rivers across Tennessee. Founded in 1999, our mission is to restore and protect clean water and healthy ecosystems for rivers in Tennessee by employing scientific expertise and collaborative relationships to develop, promote, and support broad community stewardship and action. Harpeth Conservancy works with landowners, businesses, community, local, state, and federal decision-makers and members to foster solutions that reduce pollution and maintain healthy areas. The rivers in Tennessee, including the Harpeth, are part of the unique freshwater river systems of the Southeast which contain some of the greatest variety of aquatic life in the world.

By seeking water quality solutions developed with diverse stakeholders, Harpeth Conservancy builds broad stewardship and shared responsibility for streams and rivers that are vital for the state's economic well-being and quality of life. Harpeth Conservancy's vision is clean water and healthy ecosystems for rivers in Tennessee, championed by the people who live here. Please follow these hyperlinks to learn more about the Harpeth Conservancy's [successes in its first 25 years](#), our vision and approach in our [new 6 minute video](#), and some of our [current campaigns](#).