



## **Development Manager**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Development Manager will report to the Chief Development and Education Officer and will work closely with development program staff. This is a full time, 40 hour position.*

### **Major Responsibilities:**

- Research, design, write, edit, and submit grant applications and reports
- Attend local donor meetings with development staff as needed
- Provide follow up materials to donors on timely basis
- Assist with annual report and other development communications as needed
- Prepare and submit reports and correspondence to funders

### **Successful candidates will demonstrate:**

- Ability to work in a diverse team.
- Ability to work under pressure and adhere to deadlines
- Ability to plan, prioritize, manage, control and execute tasks on timely matters
- Strong interpersonal and verbal communication skills
- Have high levels of motivation, self-reliance, and independence

### **Requirements:**

- Confidentiality concerning donors, clients, and interoffice communication
- Responsiveness to the requests of donors, clients, and volunteers
- Strong written and oral English proficiency
- Willingness to work non-traditional hours on occasion, such as nights and weekends
- Familiarity with Microsoft Excel, information databases, internet and email
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation

### **Experience:**

- Minimum 1 year relevant work experience AND a Bachelor's degree

- Experience in a school setting, instructional position, or nonprofit organization required
- Experience with diverse population groups preferred

**Compensation:** Salary, paid vacation and holidays, health insurance

**Job Type:** Full-time

**Salary Range:** \$45,000-\$50,000

**Contact Information and Procedure:**

- Send cover letter, résumé, and salary range to [max@empowernashville.org](mailto:max@empowernashville.org). Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered. *We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

*Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.*