



Job Description Fund Development Manager

Book'em is seeking a fund development manager to join our committed team – someone who is passionate about books, literacy, and young people and can help us maximize and grow sustainable funding streams. At Book'em, we work hard, have fun, and believe in work/life balance. We encourage and celebrate diversity and are an equal opportunity employer.

The mission of Book'em is to create a more literate Nashville and ignite children's passion for reading through book ownership and enthusiastic volunteers. We envision a future in Nashville where all children own books and know firsthand the joy and value of reading. For more information about Book'em, please visit www.bookem-kids.org.

This position is primarily in-person with some remote work. The schedule is primarily during the work week. Book'em is a family-friendly environment, which offers flexibility for our staff members. The greatest benefits are performing meaningful work that makes a difference locally, working with passionate, talented people, being able to maintain a work-life balance with a flexible schedule, and having the necessary autonomy and support to get results.

If you are looking for a place to use your skills to make a difference for Nashville's youth, please consider Book'em.

About the Position:

Book'em is seeking a creative, community-centric individual to provide strategic leadership to all our fundraising efforts with an eye for increasing donor-based revenue streams. This position will help establish annual fundraising goals, implement strategies, and guide and support leadership and staff to increase financial support from individual donors, corporations, businesses, organizations, and foundations. The Fund Development Manager reports directly to and works extensively with the Executive Director.

Job Purpose:

To leverage Book'em's mission, relationships, and strong foundation to grow funding to meet our organizational and programmatic goals; coordinate donor relations of all types; perform day-to-day fundraising functions; and harness the power of our board, donors, staff, partners, and volunteers to help move Book'em to the next level with our fundraising to further fulfill our mission and serve our community more fully and deeply.

Duties and Responsibilities

- Enhance and implement our annual fund development strategies with feedback and assistance from the fund development board committee and executive director.
- Cultivate and manage relationships with all funding partners, including individual donors giving at various levels, companies, foundations, and organizations with assistance from the executive director. Develop and implement communication and engagement strategies to maintain and grow relationships, as well as develop new ones.

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- Plan, coordinate, and implement all fundraising campaigns throughout the year: Read Me Day celebrations, Spring campaign, annual breakfast fundraiser, end-of-year annual direct mail solicitation and end-of-year campaign, Giving Tuesday, and other fund development-related campaigns.
- Leverage experience and relationships of fund development committee, board, staff, donors, partners, and volunteers.
- Attend networking and community events on a regular basis to represent Book'em and cultivate new connections.
- Manage the stewardship process to retain donors. Coordinate thank you notes to all donors. Update thank you messages and graphics.
- Create and send out Book'em annual reports with assistance from staff.
- Work with executive director and executive assistant to manage and implement foundation and grant-related activities, such as conducting foundation related research, writing grant applications, developing foundation relationships, and compiling required reports.
- Maximize our donor management database (Little Green Light) to increase support and build on existing relationships. Generate fund development reports for internal and board use and advise on opportunities to grow.
- Implement, update, and track fund development progress with assistance from the fund development board committee.
- Provide staff with content for regular communication plans, including monthly e-newsletter, website, and social media.
- Assist with other duties, staff members, and board of directors as needed.
- Job responsibilities include but are not limited to those listed above. As with every position at Book'em, every person in the organization will assist their colleagues to ensure a cooperative environment and respond to new demands.

Education and Experience Required

- Bachelor's degree.
- A minimum of two full years of demonstrated nonprofit fundraising success with an emphasis on donor/partnership development, events, donor engagement, communications, stewardship, fundraising strategies and campaigns, and marketing.

Qualifications

- Two+ years of fund development experience.
- Belief in Book'em's mission and experience with education or related fields.
- Successful track record in meeting fundraising goals.
- Project planning and management, fundraising, grant writing, time management, and organizational skills.
- Must be comfortable conducting fundraising activities, including making asks via phone, in-person, and by other means of communication.
- Oral, written, interpersonal, presentation, facilitation, and social media skills.
- Ability to work independently and proactively without daily instruction, as well as ability to work well with a team.
- Ability to effectively build and nurture relationships with diverse individuals.
- Ability to compile and analyze data, meet deadlines, and handle details well.
- Proficient or advanced use of Microsoft Office programs: Word, Excel, PowerPoint, Outlook, and Publisher and ability to quickly learn other software programs, including donor management software (Little Green Light), design software (Canva) and email marketing software (Constant Contact).
- Valid driver's license and vehicle insurance is required. Use of personal vehicle will be required at times.

Environmental Conditions and Physical Demands

- Manual dexterity to reach/handle items, work with fingers and perceive attributes of objects and materials.
- Ability to lift and move up to 25 pounds – books are heavy.
- Employee is required to stand, walk, sit, climb, and balance.
- Final candidate must pass a thorough background check.

Work Schedule

- Full time exempt position: 40 hours per week, primarily during normal weekday business hours (between 8am-6pm Monday through Friday) with some early mornings, evenings, and weekends required.
- Flexible schedule possible.
- Some remote work possible, but primarily in-person.

Pay Rate and Benefits

- Annual pay between \$49,000 and \$54,000 (based on experience).
- Position is a salaried employee working full-time.
- No health/medical benefits are available through Book'em.
- Paid time off for holidays, vacation, and personal time included.
- Opportunity to work with a talented and dedicated team and to make a difference.

To apply for this position, please email the following to Christina Evans at Christina@bookem-kids.org.

- A cover letter describing how you are qualified for this position and why you are interested in it and
- Your resume

Equal Opportunity Employer – diverse candidates are encouraged to apply.

Company facilities and school campuses are tobacco-free and gun-free environments.

This job description represents an overview of the responsibilities for the above referenced position and is not intended to represent an exhaustive list of responsibilities. This job description will be reviewed periodically as duties and responsibilities change to adapt to the organization's needs. 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.