**JOB TITLE: Development Manager**

**REPORTS TO: Director of Development**

**SUPERVISORY RESPONSIBILITY: No**

**FLSA STATUS: Salary, Exempt**

**LOCATION: Hybrid with on-site requirement in Nashville, TN**

**BIGGER AND BETTER TOGETHER**

**About Us**

For over 50 years, Big Brothers Big Sisters of Middle Tennessee has served young people in the Middle TN region. Our work supports our belief that every child has the ability to succeed and thrive in life. Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers (Bigs) and youth (Littles). Through our commitment to quality, innovation, and the passion we have for our work, we develop and sustain positive, life-changing relationships that have a direct and lasting impact on the lives of our youth and the adults who mentor them.

Our **Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. As noted by our **Vision**, we are driven by a future in which all youth achieve their full potential.

**what drives us**

Our mission is fueled by the values that guide our work every day. We build strong, trusted relationships that allow us to make a greater impact in our community. We take ownership of our commitments, striving for excellence and continuous improvement. We embrace evolution—approaching challenges with curiosity, optimism, and a solutions-focused mindset. Together, these values shape our culture, drive our success, and ensure we deliver on our vision for the youth we serve.

**WE PRIORITIZE THE WELL-BEING AND PROFESSIONAL GROWTH OF OUR TEAM**

We know teams perform at their highest when they feel supported and that they belong. Each of our team members brings unique perspectives and skills, and we are committed to building a culture where voices are heard, relationships are valued, and everyone has the opportunity to do meaningful work. At Big Brothers Big Sisters of Middle TN, you will be inspired by talented, passionate colleagues who will motivate you to do *and be* your best. We have created an environment centered on meaningful and supportive connections, where team members are seen and respected not just as employees, but as people.

We are honored to have been selected as one of the ***Nonprofit Time’s Best Nonprofits To Work For*** in 2024 and 2025 as well as being named a ***2024******Inclusive Workplace*** by the Best Companies Group and COLOR Magazine. We are bigger and better together!

**About the Role**

*Each employee at Big Brothers Big Sisters of Middle Tennessee helps extend the agency's mission in particular ways, as outlined in the position description. The essential functions of the position include but are not limited to the following:*

The Development Manager will lead our development efforts by orchestrating large-scale fundraising events, managing comprehensive donor relationships and agency communications, and executing peer-to-peer fundraising campaigns. Reporting to the Director of Development, this role requires proven success in large event management, CRM expertise, peer-to-peer campaign management & donor stewardship programs.

Beyond the day-to-day responsibilities of the role, we expect team members to demonstrate a commitment to excellence and consistently reflect our agency’s values in how they show up, collaborate, and make decisions.

**Day-to-day:**

**Event & Campaign Leadership** (40%)

* Direct signature events including Annual Big Breakfast (500+ attendees), HealthTrust Golf Tournament, and Golf for Kids' Sake (peer to peer)
* Design and execute peer-to-peer fundraising campaigns
* Manage comprehensive event lifecycles, including budgets, vendors, and logistics
* Lead event committees and volunteer teams
* Analyze outcomes and implement improvements

**Donor Relations & Database Management** (40%)

* Oversee donor stewardship strategies and mid-level giving programs
* Manage donor database and CRM systems
* Create and implement strategic communication plans
* Track metrics and analyze giving patterns
* Develop and maintain sponsorship relationships

**Strategic Planning & Team Leadership** (20%)

* Collaborate with the Director of Development on department strategy
* Partner on communication initiatives
* Supervise event execution teams
* Manage vendor relationships and contracts
* Support agency-wide development initiatives

**Organizational Alignment**

* Demonstrate agency values in your actions, decisions, and interactions
* Assist with agency priorities centered on resource development (relationships, resources, tools)
* Support and attend agency functions, both advancement-specific and broader agency events

**About You**

**This Job May Be For You…**

**Large-Scale Event Management**

* Experience with 500+ attendee events
* Budget management and revenue outcomes
* Sponsor acquisition and retention success

**CRM & Donor Relations**

* Database management expertise
* Donor retention strategies and results
* Portfolio management achievements

**Campaign Leadership**

* Peer-to-peer fundraising success
* Multi-channel communication strategies
* Volunteer management experience

**Qualifications:**

•Proven success managing large-scale events (500+ attendees) • Demonstrated expertise with CRM systems for fundraising • Experience leading peer-to-peer fundraising campaigns • Strong track record in mass and mid-level donor stewardship • Bachelor's degree in related field or equivalent experience • Advanced project management and budgeting skills

**Additional Information**

**Benefits**

Because we hire the best people and value our staff, Big Brothers Big Sisters of Middle TN works hard to provide competitive benefits to our team. Our comprehensive benefits package, which helps to support a healthy work/life balance, includes:

* 20 days of paid time off
* 16 paid holidays, including the week between Christmas and New Years
* Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by BBBSMT
* Company Paid Text Care Concierge Medicine, providing our team and family members free 24/7 text communication and care with medical providers
* Parental Leave Benefits
* Domestic Partner Benefits
* Company Paid Life Insurance
* Company Paid Short and Long Term Disability
* Employee Assistance Program
* Immediate enrollment in our 403B - We match 50% of employee contributions up to 6% and staff are vested after 12 months of employment
* Training & development programs
* Opportunities for advancement- we promote from within!
* Monthly cell phone stipend
* Flexible work schedule with a hybrid work environment with 3 days on-site (schools, community, office, external meeting space)
* Professional resume, LinkedIn profile, and headshot

**Americans with Disabilities Act**

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

**Job Responsibilities**

The above statements reflect the general duties, responsibilities, and competencies necessary to perform the job's essential duties and responsibilities. They should not be regarded as a detailed description of all the work requirements of the position. BBBSMT may change the specific job duties with or without prior notice based on the organization's needs.

**To see more of the impact we are making:** http://www.mentorakid.org

If this sounds like the position and organization for you, please submit a cover letter and resume to [**careers@mentorakid.org**](mailto:careers@mentorakid.org) with “Your Name – Development Manager” in the subject line.

***No phone calls, please. Applicants selected for an interview will be contacted***.

BBBSMT is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.