



EAST TENNESSEE HISTORICAL SOCIETY

..... *Making history personal*

ETHS Seeks Development Director

Founded in 1834, the East Tennessee Historical Society (ETHS), one of the oldest and most distinguished organizations of its kind in the country, seeks qualified candidates to apply for the position of Development Director. Headquartered in Knoxville, ETHS serves a 35-county region with its mission to preserve, interpret, and promote the history of the East Tennessee region, its people, history, culture, and heritage. It operates the award-winning Museum of East Tennessee History, publishes a scholarly journal and the bi-annual *Tennessee Ancestors* magazine, sponsors lectures and other public programs, such as the First Families of Tennessee and Civil War Families of Tennessee, and offers a variety of educational programs for schools virtually and in person.

Job Summary:

Provide leadership in ETHS's fundraising and development efforts by managing a portfolio of Annual Giving donors and Leadership Giving Program, as well as membership in the organization. The post holder should be highly creative and an ongoing generator of ideas. The successful candidate will help forge new relationships while encouraging and maintaining existing relationships to help grow ETHS's visibility, impact, and funding.

Primary Objectives:

Responsibilities:

- Responsible for all fundraising and associated community relations, which currently include annual and corporate appeals, sponsorships, grants, in-kind contributions, and special events
- Donor cultivation and benefits fulfillment
- Membership cultivation and benefits fulfillment
- Stewardship of current donors
- Management of fundraising events
- Marketing to create donor awareness of ETHS programs and impact
- Create materials and appeal letters for development projects
- Research donor, sponsor, and underwriting prospects for specific programs
- Design and implement an annual fundraising plan
- Willingness to undertake associated clerical tasks when appropriate
- Other duties as assigned

Core Competencies:

Essential Skills:

- Demonstrated ability and experience in fundraising and related marketing
- Ability to work efficiently in a collaborative setting
- Excellent written and verbal communication skills
- Ability to effectively represent the organization in public
- Bachelor's degree or equivalent fundraising experience
- Creativity to generate printed and online fundraising support materials

- Strong analytical skills and proficiency in Microsoft Office software, including Word & Excel
- Ability to work well with board, committees, staff, and volunteers

Preferred Skills:

- General knowledge of Knoxville and East Tennessee region
- Minimum 5-7 years of experience in non-profit fundraising
- Appreciation of history to the degree needed to communicate its importance to donors
- Fundraising experience in either professional or volunteer arena
- Working knowledge of fundraising software

Special Job Dimensions:

- Ability to work in office environment
- Travel to conferences as required
- Flexible schedule

Supervisory Responsibility:

- Supervise administrative assistants, interns, and volunteers

Status: Full-time

Salary Range: \$45,000-\$55,000, depending on experience

Benefits:

- Medical, Dental, Life, and Long-Term disability
 - Voluntary benefits available for family members
- Retirement package (401k)
- Paid Vacation
- Paid Holidays

For consideration, please send cover letter, resume, and salary requirement to eths@eastTNhistory.org. If submitted via post, please mail to ETHS, Attn: Stephanie Henry, P.O. Box 1629, Knoxville, TN 37901-1629.

We are committed to providing equal employment opportunities in recruiting, hiring, training, promotions, compensation, and other aspects of employment for all qualified applicants and employees without regard to sex, race, color, religion, national origin, age, disability, sexual orientation, gender identity, genetic information, or veteran status.