

TAKE BACK TENNESSEE

Position: Donor Research Director

Start Date: February 2022

Location: Nashville, TN

Reports To: Finance Director

Position Summary: The Donor Research Director will broaden the TNDP's donor network, build strong relationships with donors, and seek new prospects through creative means. The Donor Research Director will connect the finance team, TNDP senior leadership, Regional Fundraising Managers, and 2022 coordinated campaign candidates with potential donors at the local, statewide, and national level. The Donor Research Director will also maintain the TNDP's NGP database.

The 2022 Tennessee Coordinated Campaign, Take Back Tennessee, is the inaugural year of the path to turn Tennessee blue. Joining Take Back Tennessee will give staffers the chance to get in on the ground level of making history in Tennessee as well as run an innovative program that is equal parts experimental and strategic. The potential for 2022 includes registering over 200,000 new voters in Tennessee, flipping several seats across the state, pushing more districts into the flippable zone for 2024, and growing our Democratic momentum. This position will require occasional travel and is an in-person position based out of the TNDP's Nashville, TN headquarters. Irregular hours including nights and weekends as well as increasing hours are an expectation of the job.

Essential Duties and Responsibilities:

- Executing and managing donor research, expanding donor networks, maintaining donor database, and coordinating donor communications
- Managing follow up on pledges and donations
- Working with staff, consultants and vendors on an ambitious fundraising strategy, including assisting the Finance Director and consultants in implementing an annual fundraising calendar, including direct mail, email, events, and other targeted fundraising campaigns
- Tracking of recurring members and stakeholders and highlighting key trends
- Developing and conducting donor research training for staff, candidates, and county parties
- Develop and manage strategies geared towards the donor lifecycle and journey as it relates to acquisition, on-boarding, cultivation/engagement and retention from donors acquired via all channels, especially digital
- Assisting Regional Fundraising Managers and candidates in building strong relationships with major donors for their campaigns
- Tracking progress of program and producing regular reports for the Executive Director
- Assisting with design and pitch for large donors
- Working with and cultivating relationships with large donors

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- Other duties as assigned

Preferred Qualifications:

- Experience managing staff
- Have dependable transportation and a valid driver's license
- Fluency in VAN, Google Suite; other field tools a plus
- Experience with state party and or coordinated campaign fundraising and finance regulations

Required Qualifications:

- 3+ years experience in political campaigns, fundraising, advocacy, or non-profits
- 2+ years experience in fundraising and donor development
- Detailed knowledge of NGP and ActBlue
- Data management skills including: duplicate identification and synchronization of datasets across systems
- Demonstrated success in fundraising campaigns
- Knowledge of campaign finance laws and regulations
- Proven track record of raising funds from diverse sources, including prospecting new donors through research and cold calls
- Ability to identify and cultivate new and existing relationships with donors, prospective donors, partner organizations, and key stakeholders
- Track record of fundraising planning, implementation, and follow-through
- Prior experience with targeting contributors and follow up management
- Comfortable with technology and learning new tech systems
- Strong computer skills
- Solutions-oriented, creative, and flexible - every day will look different, and it's important to have a positive attitude, be a team player, and find creative solutions
- Excellent written and verbal communication skills
- Ability to communicate clearly and proactively both with staff and with external partners
- Ability to manage multiple projects independently and navigate competing priorities
- Possess a sharp and critical eye for detail
- Resilient, resourceful, and adaptive to priority shifts and change (big and small)
- Have experience working in a fast-paced environment, managing multiple projects at the same time while meeting tight deadlines
- Highly communicative - responsive to internal and external requests, emails, and calls, within reason
- Values and prioritizes diversity, equity, and inclusion and enjoys working with people of diverse backgrounds and cultures
- Believes in and lives out the TNDP's and DNC's mission and values

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Salary and Benefits: This is a full-time, contracted position through November 15, 2022. This position pays \$3,500-\$5,000 per month. Benefits include 100% employer coverage of medical and dental insurance as well as mileage reimbursements and 1 day of PTO gained per month. Staff may not use time off on blackout dates, and applicants are encouraged to inquire about blackout dates and work schedules during the interview process.

To Apply: Email a current resume and sample fundraising plan to jobs@tndp.org. Include the subject line "Donor Research Director." In the body of the email, tell us your anticipated start date and why you want to come Take Back Tennessee in 3 sentences or less.

The Tennessee Democratic Party (TNDP), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The TNDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The TNDP is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. The TNDP will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.