

# TAKE BACK TENNESSEE

**Position:** Events Director

**Start Date:** February 2022

**Location:** Nashville, TN

**Reports To:** Finance Director

**Position Summary:** The Events Director will plan and execute fundraising event strategy for the TNDP's 2022 coordinated campaign and its bought-in candidates. The Events Director will research and plan high and mid-dollar fundraising events for the TNDP's senior leadership as well as assist Regional Fundraising Managers in planning and executing local fundraisers for candidates. The Events Director must be able to get creative to research and recruit sponsors and hosts to build a strong fundraising program throughout the 2022 election season and beyond.

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:**

- Managing follow up on pledges and donations from fundraising events
- Working with staff, consultants and vendors on an ambitious fundraising strategy, including assisting the Finance Director and consultants in implementing an annual fundraising calendar
- Coordinating event logistics in both the short and long-term, both virtual and live
- Acting as point of contact at events
- Developing and conducting fundraising training for staff, candidates, and county parties
- Work with the Executive Director and Finance Director to ensure cash flow and budget projections are met
- Reporting income and expenses for all fundraising channels weekly, monthly, and oftentimes daily
- Direct teams of staff, candidates, and volunteers in the planning and execution of events and other fundraising tactics
- Point of contact for guest speakers, providing briefing documents and talking points, and attending to other special requests
- Point of contact for prospective and committed event sponsors. This includes following up on unanswered solicitations, confirming guests, and securing payment

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- Point of contact for venue management and other vendors, such as catering and audiovisual providers. This includes determining appropriate room setup orders and timed, detailed event schedules.
- Planning, scheduling, and managing small-and large-scale fundraising events ranging from small social gatherings to large events with 1000+ attendees
- Working with and cultivating relationships with large donors
- Travel in and out of state for fundraising events
- Hold self and Regional Fundraising Managers accountable to event goals
- Other duties as assigned

## **Preferred Qualifications:**

- Reliable transportation and a valid driver's license
- Experience managing staff preferred
- Experience with state party and/or coordinated campaign fundraising
- Research and embrace new tech solutions for event guest registration, management and retention

## **Required Qualifications:**

- 3+ years of campaign and/or fundraising experience
- 2+ years of fundraising event management experience
- Strong knowledge of Google Suite, NGP/VAN, and ActBlue
- Knowledge of campaign finance laws and regulations
- Experience securing and running large and small-scale event logistics including working with vendors
- Ability to identify and cultivate new and existing relationships with donors, prospective donors, partner organizations, and key stakeholders
- Track record of fundraising planning and implementation, targeting contributors, and follow-through with donors and pledges
- 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 internally 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

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- 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

**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 to [jobs@tndp.org](mailto:jobs@tndp.org). Include the subject line "Events 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.