



DIRECTOR OF DEVELOPMENT

Would you like to work in downtown Franklin and make a big impact in the Williamson County community? Do you enjoy cultivating relationships with donors, volunteers, corporate partners and more? Are you interested in creating memorable experiences for the community and supporting fundraising of a legacy non-profit organization? If so, your next job opportunity is waiting for you - come join us! The Heritage Foundation of Williamson County is actively recruiting for our next **Director of Development** to support the foundation and its divisions The Franklin Theatre, Downtown Franklin Association and Franklin Grove Estate & Gardens.

ABOUT THE HERITAGE FOUNDATION OF WILLIAMSON COUNTY

Since 1967, the Heritage Foundation of Williamson County has been dedicated to preserving Williamson County's architectural, geographic and cultural heritage as well as promoting the ongoing revitalization of downtown Franklin in the context of historic preservation. Notable projects include The Franklin Theatre, Roper's Knob, parts of the Franklin battlefield and the Old, Old Jail. The Foundation brings county history to about 3,000 school children each year through the Heritage Classroom program as well as walking tours of downtown Franklin. Events and festivals produced by the Heritage Foundation such as Main Street Festival, the Heritage Ball, Pumpkinfest and Dickens of a Christmas bring hundreds of thousands of locals and visitors to downtown Franklin each year. The Heritage Foundation owns and operates The Franklin Theatre, the Downtown Franklin Association, and the organization's newest division and current restoration project, Franklin Grove Estate & Gardens. For more information about the Heritage Foundation, visit www.williamsonheritage.org.

POSITION SUMMARY: The Director of Development is responsible for the advancement, cultivation and stewardship of the Heritage Foundation's donor-based and fundraising revenue streams, managing all aspects of philanthropic giving for the foundation and its divisions. This includes major gifts, giving societies, memberships, special events, annual fund, volunteers, development and maintenance of the portfolio of corporate sponsorships and partner relationships for Heritage Foundation and division events and programs managing and working in collaboration with a development team. This is a shared services role that supports the Heritage Foundation and all of its divisions.

ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without a reasonable accommodation.

- Lead in the development and coordination of donor-based initiatives throughout the Heritage Foundation and divisions to identify, cultivate, solicit and maintain relationships with new and existing financial donor and volunteer sources.
- Conduct needs analysis to determine program scope, seek possible funding sources through document reviews, networking activities, and research of similar foundations.
- Monitor trends in the community and adapt fundraising strategies, as necessary.
- Serve as the voice of charitable giving throughout the organization, ensuring philanthropy and fundraising has context in the organization's overall mission and vision.
- Build internal expertise in gift planning options and techniques to allow quick responses to donors.



- Direct grant narrative and underwriting programs, source corporate sponsorship opportunities, and identify necessary submission requirements to verify compliance for maximum returns.
- Supervise the implementation of database management systems, and consistently confirm the effectiveness of member/donor/volunteer tracking processes, to validate reports for Heritage Foundation’s operational planning initiatives.
- Develop and execute division objectives within parameters of established annual budgets.
- Assure all communication and outreach with donors and prospects is accurately recorded, including timely acknowledgement and recognition of received giving.
- Lead research and sourcing efforts for competitor market intelligence to determine goals and driving forces of market trends for giving, fundraising and corporate sponsorships.
- Maintain a visible presence in the community through attendance at networking functions with potential partners and sponsors on a regular basis.
- Utilize various sales techniques such as cold calling and prospect meeting, to identify, develop, and nurture mutually beneficial relationships with new and existing corporate partners and sponsors, expanding the reach and opportunities for the Heritage Foundation.
- Identify and meet with key persons and or sponsors, managing community relations, identifying volunteer resources and progressively developing a pipeline of volunteers.
- Demonstrate consistent comprehensive understanding of contract management through all phases, including but not limited to negotiation, creation, execution and enforcement of all agreement facets in support of the goals and objectives of the Heritage Foundation.
- Develop and execute departmental objectives within parameters of established annual budgets.
- Manage underwriting commitments and proposals to ensure the continued operation of programs-based initiatives throughout the Heritage Foundation.
- Collaborate with fellow Heritage Foundation leaders to ensure all fundraising and development/sponsorship events are appropriately staffed and supported, in accordance with contract obligations, permit requirements, and operational needs.
- Supervisory skills for leading growing team across all areas of development and fundraising
- Regular and reliable attendance
- Interface and communicate effectively with colleagues at all levels
- Thrive in highly collaborative and mission-driven culture
- Perform other duties as assigned

Education and/or Experience: Bachelor’s degree required and 10 years not-for-profit experience preferred. CFRE Certification and Professional Fund-Raising affiliation preferred.

Other Qualifications: Windows, Microsoft Office, NXT/Blackbaud (preferred), Adobe Creative Suite, Word Press, AirTable Project Management (preferred). Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills required. Must be detail oriented and organized with the ability to perform duties under pressure, prioritize workload, and timely meet deadlines. Must have the aptitude and ability to self-direct work. Ability to work irregular hours and weekends.

The Heritage Foundation offers medical, dental and vision benefits, paid time off and more. If you are interested in this exciting opportunity, please submit your resume to info@williamsonheritage.org with “Director of Development Applicant” as the subject line. We look forward to hearing from you!