



**HERITAGE  
FOUNDATION**  
WILLIAMSON COUNTY, TN

DOWNTOWN  
FRANKLIN  
ASSOCIATION

The  
FRANKLIN  
THEATRE

FRANKLIN  
GROVE  
ESTATE & GARDENS

History and  
Culture Center  
WILLIAMSON COUNTY, TN

## **HERITAGE FOUNDATION OF WILLIAMSON COUNTY, TN DIRECTOR OF INDIVIDUAL GIVING**

Would you like to work in downtown Franklin and make a big impact in the Williamson County community? Is making connections with the community and sharing about the work of the foundation exciting to you? Do you enjoy finding Individuals who share the same passion as you do for the Heritage Foundation of Williamson County? 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 Individual Giving to support the Heritage Foundation.

### **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. 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, Franklin Grove Estate & Gardens, and The History & Culture Center of Williamson County. For more information about the Heritage Foundation, visit [www.williamsonheritage.org](http://www.williamsonheritage.org).

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**POSITION SUMMARY:** The Director of Individual Giving, working under the direction of the Chief Advancement Officer, is responsible for the advancement, cultivation, and stewardship of the Heritage Foundation's individual and foundation fundraising revenue streams, which are budgeted to raise \$783,000 in 2022. This includes the Annual Fund/Leadership Society of Giving, Business Memberships, Heritage Foundation Memberships, Next Generation Memberships, The Franklin Theatre - 1937 Society Memberships, Year-End Appeals for the Heritage Foundation and The Franklin Theatre, The Franklin Theatre Preservation Month Appeal, Big Payback Appeal, and foundation grants.

As part of the Development team, this position also works to ensure donors have an exceptional stewardship experience as part of their total investment with the Heritage Foundation. This is a shared services role that supports the Foundation and all its divisions.

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

- Develop, manage, and maintain a portfolio of individual and foundation donors.
- Develop and execute strategies to identify, research, cultivate and solicit qualified prospects for individual and foundation gifts in collaboration and cooperation with the Chief Advancement Officer.
- Establish and maintain relationships with individual and foundation donors and prospects, through personal visits and other forms of direct personal contact in accordance with performance targets.
- Recruit, engage, and manage volunteers and provide them with leadership and direction in support of the cultivation and solicitation of individual donors and prospects; coordinates volunteers' activities to ensure their integration into the Foundation's mission.
- Arrange meetings with donors and prospects for cultivation, stewardship, and solicitation.
- Document as part of the "Moves Management" process key conversations and other pertinent donor information in the Raiser's Edge database.
- Work with the Marketing/Communications Department in the design of fundraising promotional materials (i.e. website, newsletter, social media, letters, and brochures).
- Promote the Heritage Foundation's values among internal and external constituents.
- Maintain donor confidentiality and interactions.
- Interface and communicate professionally with colleagues at all levels.
- Regular and reliable attendance
- All other duties as assigned

**Education and Experience:** Bachelor's degree required, and ten years not-for-profit experience preferred. CFRE Certification and Professional Fund-Raising affiliation preferred.

**Other Qualifications:** General knowledge of computer applications for the frequent use of electronic mail, word processing, data entry, spreadsheets, graphics, etc. Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills are 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 [hr@williamsonheritage.org](mailto:hr@williamsonheritage.org). We look forward to hearing from you!