



HERITAGE FOUNDATION

WILLIAMSON COUNTY, TN

DOWNTOWN
FRANKLIN
ASSOCIATION

The
FRANKLIN
THEATRE

FRANKLIN
Carroll
ESTATE & GARDENS

History and
Culture Center
WILLIAMSON COUNTY, TN

Do you have a passion for sharing the stories of local history and the preservation of architectural and cultural resources? Are you interested in finding and partnering with those who share your passion? If so, your next job opportunity is waiting for you – come join us! The Heritage Foundation of Williamson County, TN is actively recruiting a **Chief Advancement Officer**.

POSITION SUMMARY: Reporting to the CEO, the Chief Advancement Officer is responsible for the **visionary advancement, cultivation, and stewardship of the Heritage Foundation's donor-based revenue streams**, managing all aspects of philanthropic giving including volunteers, special events, annual fund, major gifts, memberships, corporate giving, and foundation giving.

This is a public-facing position that is accountable for the following outcomes:

- Identifying, cultivating, and asking donors to be a part of our work to preserving the rich heritage, culture, historic buildings, and greenspace of Williamson County, TN
- Creating and implementing a fundraising strategy to unite the Foundation's revenue streams and fund our mission
- Engage with leaders in our community to build the Heritage Foundation's presence

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

- Serve as the voice of charitable giving throughout the organization, ensuring philanthropy and fundraising has context in the organization's overall mission and vision; building internal expertise in gift planning operations and techniques to allow quick responses
- Lead in the development and coordination of donor-based initiatives throughout the Heritage Foundation and its divisions to identify, cultivate, solicit, and maintain relationships with new and existing financial donors and volunteers
- Identify and meet with key prospects, donors, and sponsors to grow giving to the Foundation
- Work with division's leadership to develop and execute division objectives within parameter of established annual budgets
- Cultivate major donors to complete the Foundation's current capital campaigns
- Monitor trends in the community and adapt fundraising strategies as necessary
- Oversee the development database to keep data up to date, utilized, and accurate
- Direct grant narrative and underwriting programs, source corporate sponsorship opportunities, and meet 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
- Assure all communication and outreach with donors and prospects is accurately recorded, including a timely acknowledgement and recognition of received gifts
- Lead and grow team members by providing professional development, regular performance reviews, and facilitating appropriate recognition.
- Attend and participate in execution of key annual events and activities including but not limited to Main Street Festival (April), Heritage Ball (October), PumpkinFest (October) and Dickens of a Christmas (December).
- Regular and reliable attendance.
- Perform other duties as assigned
- Interface and communicate effectively with colleagues at all levels



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- Thrive in highly collaborative and mission-driven culture

Supervisory Responsibilities: Directly supervises employees. Carries out supervisory responsibilities in accordance with Foundation's leadership philosophy, policies and applicable laws. Responsibilities include leading by example; establishing department vision, budget, and annual operating plans; interviewing, hiring and training employees; establishing individual employee development plans; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience: Bachelor's Degree required. Minimum 12 years of relevant experience. CFRE Certification and Professional Fundraising affiliation preferred. Knowledge of Raiser's Edge database is preferred.

Other Qualifications:

- Ability to act as a brand ambassador of the Heritage Foundation and its divisions and demonstrate confidence in knowledge of the history, brand values, vision, and direction.
- Senior leadership experience within a complex and multidisciplinary institution.
- Model a leadership style that is open, supportive, collaborative, and respectful of all staff members.
- Demonstrated success in securing major gifts.
- Interface and communicate effectively with colleagues at all levels.
- Thrive in a highly collaborative and mission-driven culture.
- Strong communication, analytical, and problem-solving skills.

If you are interested in this exciting opportunity, please send your resume and cover letter to lportzel@williamsonheritage.org. No phone calls, please.

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 is the parent organization of four divisions, The Franklin Theatre, the Downtown Franklin Association, the organization's current adaptive reuse project, Franklin Grove Estate & Gardens, and its newest division, the History & Culture Center of Williamson County. For more information about the Heritage Foundation, visit www.williamsonheritage.org.