



**Job Title:** Development Manager

**Organization:** Down Syndrome Association of Middle Tennessee (DSAMT)

**Location:** Nashville, TN

**Position Type:** Full-time

### **About DSAMT**

The Down Syndrome Association of Middle Tennessee (DSAMT) is a nonprofit organization dedicated to improving the lives of individuals with Down syndrome through programs, advocacy, and community engagement. In addition, DSAMT empowers self-advocates, supports families, promotes inclusion across Middle Tennessee, and help them lead fulfilling, meaningful lives.

### **Position Summary**

The Development Manager will lead fundraising and donor engagement efforts to sustain and grow DSAMT's programs and services. This role is responsible for cultivating and maintaining donor relationships, managing fundraising campaigns, coordinating grant applications, and collaborating with staff and volunteers to achieve revenue goals. A key priority for this position will be to strategically grow DSAMT's annual revenue from approximately \$700,000 to \$1,000,000, expanding and diversifying funding streams to support the organization's long-term sustainability and impact.

The ideal candidate is passionate about DSAMT's mission, an excellent communicator, and skilled in building lasting community partnerships. This full-time position reports to the Executive Director and will be responsible for the development and fundraising plan and execution thereof. The manager will work closely with the Executive Director and Board of Directors to ensure the accomplishment of DSAMT's mission and goals.

### **Key Responsibilities**

- **Fundraising & Donor Relations:**
  - Develop and execute strategies to cultivate and retain individual donors, corporate partners, and major gift prospects.
  - Manage annual giving campaigns, sponsorships, and special events.
  - Coordinate donor acknowledgment, stewardship, and recognition programs.
- **Grant Writing & Management:**
  - Identify grant opportunities and submit proposals.
  - Track grant deadlines, reporting requirements, and compliance.
- **Communication & Marketing Support:**
  - Collaborate with staff to create donor-focused communications, including newsletters, social media posts, and impact reports.
  - Assist in sharing stories that demonstrate DSAMT's impact to inspire support.



- **Data Management & Reporting:**

- Maintain accurate donor records in DSAMT's database.
- Track fundraising progress, prepare reports for leadership and the board, and provide data-driven insights to guide strategy.
- Report giving and goal/progress numbers to the Executive Director and board of directors.

- **Team Collaboration:**

- Work closely with DSAMT staff, volunteers, and board members to support fundraising initiatives.
- Engage community members and partners to expand DSAMT's reach and visibility.

### **Qualifications**

- Bachelor's degree in nonprofit management, communications, marketing, sales, or related field preferred.
- Minimum 3 years of experience in fundraising, donor relations, sales, or development in a nonprofit setting.
- Excellent verbal and written communication skills, including grant writing.
- Strong organizational and project management abilities, with attention to detail.
- Ability to work independently and collaboratively in a small team environment.
- Passion for DSAMT's mission and commitment to improving the lives of individuals with Down syndrome and other IDD.
- Proficiency in database management and Microsoft Office; experience with donor management systems preferred.

### **Compensation & Benefits**

- Salary range \$55,000 to \$60,000 plus performance-based incentives
- Paid time off
- Professional development opportunities
- Hybrid – majority remote

### **To Apply**

Please submit a resume and cover letter outlining your experience and interest in DSAMT to Tanya Chavez, [tanya@somethingextra.org](mailto:tanya@somethingextra.org)