Community Relations & Development Manager

Greenways for Nashville is a nonprofit organization whose mission is to raise awareness and private support for Nashville’s greenway trails and open space lands. GfN works in partnership with the Metro Parks Department and the Greenways and Open Space Commission.

Position Description:
The Community Relations & Development Manager is responsible for managing a variety of tasks that are critical to Greenways for Nashville’s ongoing programs. Responsibilities include community and fundraising events, constituent relationship management and cultivation, board liaison, and office management.

Supervised by the Executive Director, the position will support:
- Support relationship management and cultivation of donors, sponsors, Board of Directors and its committees
- Oversee management of donor/member database utilizing DonorPerfect platform
- Management of primary fundraisers, Dinner by the Bridge and Richland Creek Run, including coordination with contracted event manager and vendors; committee administration, event marketing, and participant communications
- Management of other smaller events throughout the year including Patron Gatherings, Annual Members Event, and Metro Council Member Reception
- Conduct all appropriate documentation, follow-up, and stewardship after each event including event files and/or notebook, financial reports, and suggestions for improvement
- Manage budget line items for specific responsibilities
- Staff outreach events as needed, and assist the Communications and Outreach Coordinator with development of event related marketing collateral
- Oversee meeting coordination for Board of Directors, committee, and program Meetings
- Conduct all appropriate documentation, follow-up, and stewardship after each event including event files and/or notebook, financial reports, and suggestions for improvement
- Compile support materials for grant applications; assist in writing narratives for grant applications as needed
- Other office and organizational tasks as assigned

Qualifications:
Required:
- A bachelor’s degree with 5+ years of related relationship management professional experience
- Excellent written and presentation communication skills
- Strong organizational, project, and time management skills; exceptional accuracy and attention to detail; ability to perform and prioritize multiple tasks seamlessly
- Excellent computer skills, including experience with Microsoft Office and database management
- A team player and a self-starter with a curiosity for knowledge
- Able and willing to work outside of standard office hours, as required, including weekends and evenings
- Commitment to the mission of Greenways for Nashville

Would be a plus:
- Demonstrated interest in conservation issues and familiarity with Nashville’s greenways and parks system.

Hours: 32 Hours per week, with holiday and vacation benefits

Please submit cover letter, resume, and references to: amy@greenwaysfornashville.org