



## **POSITION DESCRIPTION**

### **Director of Regional Advancement**

East Tennessee Foundation (the Foundation/ETF) is a nonprofit, 501(c)(3) community foundation serving 25 counties in East Tennessee. Created by and for the people of East Tennessee, its mission is to provide philanthropic leadership inspiring donors to make lives better and communities stronger in enduring ways across generations. Governed by a volunteer board of directors, the Foundation has more than 450 charitable funds and eight supporting organizations, total assets over \$500 million, and has awarded more than \$400 million in total grants since it was established in 1986.

#### **Position Summary:**

Under the general direction of the Vice President for Advancement, the Director of Regional Advancement is responsible for leading and enhancing the Foundation's regional affiliate funds through fundraising and philanthropic leadership. The director is charged with working alongside the affiliate boards to secure resources for the affiliate funds so that the operational needs and granting in the region are sustained for the long-term. The director will work directly with affiliate fund advisory boards to flexibly and proactively meet the evolving needs of our region.

The position requires the ability and willingness to work with others in a team-oriented structure and to perform a variety of tasks, including robust fundraising through solicitations of individual donors and consultation with professional advisors, detail-oriented administrative projects, complex management of advisory boards, organizational planning, strategic initiatives, and project implementation. The Director of Regional Advancement will represent the Foundation and will work with and present to diverse groups (colleagues, board and affiliate fund advisory board members, prospects, donors, grantees, community leaders, volunteers, etc.) to help accomplish the strategic work of the Foundation. The successful candidate will need to demonstrate initiative within the advancement team, as well as support the work of the program team.

#### **Responsibilities:**

- Identify, assess, cultivate, and solicit major gift donors for the various affiliate funds.
- Provide primary staff leadership and support to affiliate fund advisory boards, help to coordinate and lead meetings, assist in strategic planning, develop work plans, and implementation.
- Prepare and maintain all documentation related to affiliate fund and regional advancement activities (including both original composition and revision/updating of existing documents, meeting agendas/minutes, plans, schedules, agreements, etc.).

- Perform general tasks related to affiliate funds and other regional advancement activities, including but not limited to data entry and maintenance of electronic and written office records.
- Serve as a liaison between the Foundation and its affiliate funds and their constituencies, including board members, professional advisors, prospective and current donors, and local organizations.
- As a member of the advancement team, provide prompt and efficient service to donors, prospective donors, and professional advisors throughout the region.
- Direct affiliate fund grantmaking with assistance from the program team as needed/requested.
- Prepare general correspondence and content for marketing materials, including both original composition and revision of existing documents.
- Gain proficiency in Foundant-Community Suite, the Foundation's system-wide software platform, with shared responsibility for adding new profiles, maintaining current forms and lists, updating with pertinent information, and general maintenance, especially as it pertains to affiliate fund and regional advancement activities.
- Assist in the preparation for ETF board and committee meetings, special events and community meetings.
- Other duties as assigned.

### **Qualifications and Experience:**

Bachelor's degree required; master's preferred. Five or more years in a nonprofit environment where fundraising was a priority. The successful applicant's education and experience must offer both the credibility and the preparation needed to work independently, accurately, efficiently, and creatively.

- Leadership capability in advancement with a wide range of supporters (individuals and families, corporations, foundations, and nonprofit organizations) and ability to work independently and to recognize and nurture the Foundation's development opportunities and maintain its excellent reputation for stewardship.
- Strong interpersonal skills to work well as a Foundation team member and to engage with the Foundation's many constituencies (boards, donors, fundholders, grantees, partners, policy makers, professional advisors and the general public) in a manner that builds trust, increased and more effective philanthropy, and a shared sense of mission.
- Excellent writing and speaking skills to produce well-organized and compelling proposals, reports, publications, presentations, and correspondence in both written and spoken form to professional advisors, donors, nonprofit organizations, and civic groups.
- A well-developed working knowledge of computers, computer software, and databases and experience working with Microsoft Office, and particularly Outlook, Word, Excel, and PowerPoint.
- A basic understanding of endowments, planned giving, and estate planning concepts and a commitment to keeping well-informed of current trends and policy changes.

### **Other Requirements**

This position functions in an office environment and requires extensive local and/or regional travel. Incumbent must be proficient with computers and be able to operate general office equipment to include scanners, copiers, printers, etc. Must be available for evening and/or weekend work hours.

This position is available immediately. The search will remain open, however, until the appropriate candidate is identified. The Foundation offers an excellent salary and a comprehensive benefits package, including health insurance, long-term disability insurance, and a retirement plan.

A résumé, cover letter, and list of references should be addressed to:

Angelia Nystrom  
VP of Advancement + Chief Legal Counsel  
East Tennessee Foundation  
520 W. Summit Hill Drive, Suite 1101  
Knoxville, TN 37902  
Email to: [dphillips@etf.org](mailto:dphillips@etf.org)

Please, no telephone calls or faxes.

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