



## **POSITION DESCRIPTION**

### **Assistant Director of Advancement, Pat Summitt Foundation Fund**

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 over \$400 million in total grants awarded since it was established in 1986.

Pat Summitt Foundation Fund (PSFF), a fund of East Tennessee Foundation, was founded by Pat and Tyler Summitt in November 2011. Its mission is to advance research for treatment and a cure for Alzheimer's disease, provide care and support for patients and caregivers, and educate the public about Alzheimer's disease and other forms of dementia. Pat Summitt Foundation Fund holds assets over \$5 million, with annual revenue over \$1 million, and at least \$500 thousand in annual grantmaking.

#### **Position Summary:**

Under the general direction of the Vice President for Advancement of ETF and under the specific direction of the Director of Strategic Initiatives and Advancement for PSFF, the Assistant Director of Advancement is responsible for providing support to the PSFF team by leading and/or assisting in annual appeal and other fundraising efforts to ensure that operational and program needs are met.

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 and corporate donors, detailed administrative projects, organizational planning, and project implementation. The Assistant Director will represent PSFF and will work with and present to diverse groups (colleagues, PSFF advisory board members, professional advisors, prospects, donors, grantees, community leaders, volunteers, etc.) to help accomplish the strategic work of PSFF. The successful candidate will need to demonstrate initiative within the advancement team, as well as support the work of the PSFF team.

#### **Responsibilities:**

Identify, assess, cultivate, and solicit major gift donors for PSFF.

Work with PSFF team to manage annual giving to include annual appeal and day-of-giving.

Solicit and secure in-kind donations, sponsorships, participants, and volunteers for fundraising events.

Work the PSFF teammates to implement stewardship plan to include planning and executing annual stewardship events and donor-focused events.

Establish new methods of engagement for legacy donors and potential new donors and PSFF partners.

Prepare and maintain all documentation related to donors and gifts for PSFF (including paper and electronic files and PSFF donor database).

Review and process tribute and donation letters for PSFF.

In conjunction with ETF finance and administration team, prepare fundraising reports and materials for PSFF advisory board meeting, ETF board meetings, and executive committee meetings.

Attend team meetings and quarterly PSFF advisory board meetings.

As a member of the ETF advancement team, provide prompt and efficient service to donors, prospective donors, and professional advisors.

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, and updating with pertinent information, and general maintenance, especially as it pertains to PSFF advancement activities.

Other duties as assigned.

**Qualifications and Experience:**

Bachelors required. Three or more years of experience in a nonprofit environment where fundraising was a priority. The successful applicant's education and experience must offer both the credibility and 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 PSFF's development opportunities and maintain its excellent reputation for stewardship.

Strong interpersonal skills to work well as an ETF team member and to engage with the PSFF's many constituencies (advisory board, donors, grantees, partners, policy makers, professional advisors and the general public) in a manner that builds trust, increased and more effectively philanthropy, and a shared sense of mission.

Excellent speaking and writing skills to produce well-organized and compelling proposals, reports, publications, presentations, and correspondence to donors, nonprofit organizations, boards, civic groups, and professional advisors.

Proficient use of computer software, including Microsoft Office, especially 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 travel across Tennessee and the U.S. Incumbent must be proficient with computers and be able to operate general 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 resume, cover letter, and list of references should be addressed to:

Morgan Vance  
Director of Strategic Initiatives + Advancement for PSFF  
520 W. Summit Hill Drive, Suite 1101  
Knoxville, TN 37902  
Attn: Deborah Phillips

Email to: [dphillips@etf.org](mailto:dphillips@etf.org)

Please, no telephone calls or faxes.

---

EAST TENNESSEE FOUNDATION IS AN EQUAL OPPORTUNITY PROVIDER OF SERVICES AND EMPLOYMENT AND RESPECTS, CELEBRATES, AND ENCOURAGES ALL FORMS OF DIVERSITY, EQUITY OF OPPORTUNITY, AND INCLUSIVE PARTICIPATION. THE FOUNDATION PROVIDES SERVICES AND EMPLOYS PERSONNEL WITHOUT REGARD TO RACE, COLOR, ETHNICITY, GENETIC INFORMATION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, RELIGION, CREED, SEX, GENDER IDENTITY, PREGNANCY, SEXUAL ORIENTATION, MARITAL OR DOMESTIC PARTNERSHIP STATUS, FAMILY STATUS, AGE, DISABILITY, ECONOMIC STATUS, MILITARY OR VETERAN STATUS, OR ANY OTHER CLASSIFICATION OR CHARACTERISTIC PROTECTED BY FEDERAL, STATE, OR LOCAL LAW.