Development Team Member

Organization Summary
Founded in 1932, the Highlander Research and Education Center is a popular education center that works with grassroots groups in Appalachia and the South to promote social, racial and economic justice. Highlander is located 25 miles northeast of Knoxville, TN on a 186 acre farm. Highlander’s program work takes place at Highlander and in local communities across the South, as well as the country and sometimes world. Highlander’s long and proud history includes cutting edge work with labor education and organizing, the Civil Rights Movement, environmental justice in Appalachia, and more recently, on the changing demographics of our region. Highlander is world-renowned as a beacon for progressive organizing and widely acclaimed as a leadership development center for grassroots activists across race, culture and generations.

Overview of the Position
This position is part of Highlander’s Development & Communications Team, and works with the Executive Director and other team members to raise HREC’s 1.25 million budget through a multi-level fundraising strategy. Highlander is committed to supporting the skill development of the right candidate to help enhance the Development team member’s knowledge and expertise in the Development field, with potential to advance in leadership of the team.

Supervisor: Reports to the Executive Director

Duties:

- Provide leadership and vision to the Development & Communications team.
- Strong collaboration with the Education Team for the external educational communications of the organization.
- Represent Highlander in meetings, fieldwork and events, sharing Highlander’s history and educational processes with others.
- Determine fundraising goals in collaboration with the Development & Communications Team and lead the creation of an organizational Development & Communications annual plan.
- Maintain personal contact with major donors and coordinate with Executive Director, Capital Campaign Coordinator and fellow Team Members about donor assignments. (Highlander is currently in a capital campaign and this position must have good communication with the Capital Campaign Coordinator and Consultant).
- Maintain personal contact with Foundations and write majority of foundation proposals, letters of intent and letters of inquiry.
- Review, approve, and ensure filing of all Foundation interim and final reports.
- Maintain current, accurate, and detailed notes for donor database.
• Coordinate mail appeals and external communication ensuring strong returns on investment.
• Liaison to the HREC’s Board Resource & Communications Committee.
• Keep the purpose of our work and the people with whom we work at the center of our activities and decisions.
• Actively participate as a member of a democratic participatory staff.

Knowledge and Skills:

• Strong written communication skills; ability to write clear, structured, articulate and persuasive funding proposals.
• Passion for social justice work.
• Desire to grow in the role of fundraising professional.
• Strong “Affirmative Leadership” philosophy.
• Excellent editorial skills.
• Attention to detail.
• Ability to consistently meet deadlines.
• Basic knowledge of fundraising information resources, particularly for grassroots and foundation fundraising.
• Desire to deepen knowledge of grassroots fundraising techniques and strategies.
• Strong contributor in team environments.
• Core computer skills in word processing, database management, spreadsheets and electronic communications.

Qualifications:

• Undergraduate degree or 4 years of nonprofit experience.
• Experience working in deadline-driven environments.
• Ability to work well in a team environment.

Desired Supplemental Knowledge and Skills:

• Experience in developing work plans.
• Experience in developing project and organization-wide budgets.

Location: Highlander is a rural based residential workshop center located on 186 acres in east Tennessee just outside Knoxville in the foothills of the Great Smoky Mountains, and the position is based there. Some staff live on the Highlander grounds while others live in the surrounding areas, including Knoxville.

Start Date: July 2012 or when position is filled

Compensation: Highlander employees share a base salary of $35,549 with excellent health benefits, retirement, 24 vacation days/year and 12 sick days/year.
To Apply:

Send letter of interest, resume, writing sample and 3 references to:

Email applications are accepted at marquez@highlandercenter.org

Position is open until filled and applications will be considered as received. Women, people of color, and lesbigaytrans encouraged to apply.

Search Committee:
Development Team Member
Highlander Center
1959 Highlander Way
New Market, TN, 37820

Please direct questions concerning the position to Marquez Rhyne at 210-216-8585 or Jardana Peacock at 865-360-7761