



More than a Chance, A Change

DEVELOPMENT & SPECIAL EVENTS MANAGER

Nashville, TN

ABOUT DISMAS HOUSE

Dismas House is a residential reentry program for men returning to the community from state and private prisons and county jails in Tennessee. Dismas House has 72 beds and can serve over 175 residents a year. The Dismas House program, which is holistic and individualized, helps residents navigate the challenging transition back to the community and overcome the many barriers to reentry. As the premier reentry program provider in Tennessee, it is our mission that residents become self-sufficient, contributing members of the community.

To learn more about Dismas House, please visit www.dismas.org.

POSITION SUMMARY

Working from the Nashville headquarters and reporting to the Vice President of Development, the incoming Development & Special Events Manager is responsible for ensuring the completion of stewardship and cultivation for donors and the administration of annual special events for the agency.

PRIMARY RESPONSIBILITIES

- **Fundraising/Stewardship**
 - Assist the Vice President of Development in all details of donor stewardship and cultivation.
 - Develop, implement, and evaluate annual fund development plans that focus on diversifying revenue through special fundraising events, individual/major donor cultivation, community involvement as well as foundations and corporations in coordination with the VP of Development and key staff.
 - Research and evaluate potential corporate sponsorships for special events.
 - Assist with the planning, management and execution of fundraising activities and special events. Annual events include, but are not limited to: Forgiveness Luncheon, Year-End Campaign, Dismas Day, Big Payback, Whiskey Wine & Whiskers, Volunteer Appreciation Week.
 - Maintains and utilizes the donor database of individuals, major donors, corporations, businesses, and foundations and automates processes to encourage support and engagement.
 - Ensure donors gifts are acknowledged within 48 hours.
 - Donation batching in conjunction with the operations department.



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- **Event Planning and Coordination**

- Work in concert with the Vice President of Development in all details of event management.
- Provide event planning resources and guidance for Dismas events and is responsible for collecting and organizing all event details, with supervision from the Vice President of Development, including but not limited to:
 - Communication with attendees and sponsors/table hosts; assist with recruiting.
 - Researching and requesting proposals for venues, speakers, vendors, caterers, etc.
 - Vendor communications – quotes invoicing, maintaining budget.
 - Oversee mailing/emailing process for all event invitation.
 - Manage event registration and checkout process.
- Serve as on site/day of coordinator for event logistics.
- Assist budget tracking and pledge receivable (invoicing).
- Build relationships with event vendors, event volunteers and attendees to create future partnerships and giving opportunities.
- Serves as staff for assigned board committee(s).
- Other duties as assigned.

DESIRED BACKGROUND AND PERSONAL ATTRIBUTES

- Bachelor's Degree from an accredited college or university
- Five or more years of experience in event fundraising and development
- Must have experience developing, organizing, and coordinating special events
- Must possess a high level of integrity with a proven ability to establish trust-based relationships regarding ongoing, mutually beneficial partnerships
- Must have strong organizational skills, high attention to detail and excellent written and verbal communication skills
- Propensity to work with high energy, a high degree of initiative and responsibility from a positive perspective while maintaining flexibility
- Judgement and decision-making ability in fast-paced situations
- Be able to work autonomously while achieving high impact results
- An ability to work effectively as part of a team
- Professional demeanor
- Confidentiality
- Proficient computer skills and in-depth knowledge of MS Office Suite required
- Knowledge of standard office administrative practices and procedures



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COMPENSATION

Compensation for the Development & Special Events Manger includes a competitive nonprofit base salary commensurate with experience, a performance-based incentive package and a package of employee and health benefits.

TO APPLY

Please send a cover letter and resume to Careers@dismas.org

Dismas Inc. is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants.