



EQUAL CHANCE FOR EDUCATION
where dreams meet opportunity for scholars in Tennessee

Job Title: Development Director

Organization: Equal Chance for Education (ECE)

Location: Hybrid / Nashville

Reports to: Executive Director

Position Type: Full-Time

About Equal Chance for Education

Equal Chance for Education (ECE) expands educational opportunity for high-achieving immigrant students by providing scholarships, mentoring, and leadership development that empower scholars to graduate from college and become leaders in their communities. ECE has awarded more than **730 scholarships** and celebrated **389 college graduates**, creating lasting returns on an investment in education throughout Tennessee.

Position Summary

A mission-driven Development Director will lead and execute the organization's comprehensive fundraising strategy. This leader will partner closely with the Executive Director, Sr. Director of Operations, Manager of Digital Communications, and Board of Directors to grow philanthropic revenue through major gifts, foundation support, corporate partnerships, annual giving, and strategic donor stewardship.

The ideal candidate is an exceptional relationship builder who understands that fundraising is rooted in trust, authentic storytelling, and long-term partnership. This individual will help cultivate a culture of philanthropy while strengthening the systems, strategy, and accountability necessary to achieve ambitious fundraising goals.

This position is ideal for someone who enjoys both strategic planning and hands-on execution.

Primary Responsibilities

Fundraising Strategy & Leadership

- Develop and implement ECE's annual fundraising strategy and development plan.
 - Establish measurable fundraising goals and key performance indicators.
 - Build and manage a robust donor pipeline from identification through stewardship.
 - Monitor fundraising progress and recommend strategic adjustments throughout the year.
 - Collaborate with the Executive Director on organizational fundraising priorities.
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Major Gifts & Individual Giving

- Identify, cultivate, solicit, and steward major donors.
- Prepare individualized cultivation plans for high-capacity prospects.
- Coordinate donor meetings, personalized follow-up, and stewardship activities.
- Partner with the Executive Director and Board members on major gift strategies.
- Increase donor retention and annual giving participation.

Foundation & Corporate Partnerships

- Research prospective funding opportunities.
- Develop compelling grant proposals and reports in collaboration with program staff.
- Manage relationships with foundation and corporate partners.
- Maintain grant calendars and reporting deadlines.

Board Engagement & Staff Supervision

- Direct and supervise the work of ECE's Manager of Digital Communications
- Support the Board of Directors in fundraising activities.
- Equip board members with donor engagement materials and talking points.
- Assist in identifying and cultivating prospective board members and philanthropic leaders.
- Coordinate fundraising committee activities as assigned.

Events & Donor Experiences

- Lead the fundraising strategy surrounding donor cultivation events.
- Coordinate stewardship events, private donor gatherings, and signature fundraising initiatives.
- Measure return on investment and donor engagement outcomes for all development events.

Development Operations

- Maintain accurate donor records and moves management within the CRM.
- Prepare monthly fundraising reports and dashboard metrics.
- Ensure timely donor acknowledgements and stewardship communications.
- Develop policies and procedures that strengthen development operations.

Qualifications

Required

- Bachelor's degree **or** equivalent professional experience in nonprofit development, philanthropy, business, communications, public relations, sales, or a related field.
- Demonstrated success developing and implementing fundraising strategies.
- Experience cultivating, soliciting, and stewarding major gifts.

- Excellent written and verbal communication skills.
- Exceptional interpersonal skills with the ability to build authentic relationships.
- Strong organizational and project management abilities.
- Ability to work independently while collaborating effectively with leadership and volunteers.
- Passion for educational opportunity and immigrant student success.

Preferred

- Five or more years of progressive fundraising or development experience.
 - Experience managing donor databases or CRM systems (Salesforce, Bloomerang, Little Green Light, Raiser's Edge, or similar).
 - Experience with grant writing and foundation relations.
 - Experience working alongside nonprofit boards.
 - Certified Fund Raising Executive (CFRE) credential is a plus.
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Ideal Candidate

The successful candidate will demonstrate:

- Strategic fundraising mindset
 - Strong major gift cultivation skills
 - Emotional intelligence and professional maturity
 - Excellent judgment and discretion
 - Initiative and accountability
 - Missional alignment with ECE's commitment to expanding educational opportunities within immigrant communities
 - Confidence engaging philanthropists, community leaders, and volunteers
 - Ability to translate organizational impact into compelling donor opportunities
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Success in the First Year

The Development Director will:

- Build and implement a comprehensive annual development plan.
 - Strengthen ECE's major gift pipeline.
 - Increase donor engagement and retention.
 - Expand relationships with individual, corporate, and foundation supporters.
 - Create systems that improve fundraising efficiency and accountability.
 - Partner with leadership to grow sustainable philanthropic revenue.
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Compensation & Benefits

ECE offers a competitive salary commensurate with experience, generous paid time off, flexible hybrid work arrangements, professional development opportunities, and the

opportunity to make a lasting impact in the lives of first-generation immigrant scholars across Tennessee.

Application Process

Interested candidates should submit:

- Cover letter describing their interest in Equal Chance for Education's mission
- Résumé
- Two professional references (name, title, relationship, phone number, and email address)
- Writing Sample: Details on the prompt provided in response to submission of the remaining application materials. Details must be kept confidential as part of this application process.

Applications will be reviewed on a rolling basis until the position is filled.

Benefits:

- Gain practical experience in nonprofit communications and digital marketing.
- Opportunity to contribute to a meaningful cause and make a positive impact on students' lives.
- Flexible work schedule with the possibility of remote work.
- Networking opportunities with professionals in the nonprofit and education sectors.

How to Apply: Interested candidates should submit their resume, a cover letter, and two professional references to Raquel@ecetn.org with the subject line "Development Director Application – [Your Name]." Applications will be reviewed immediately.

Equal Chance for Education is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.