



POSITION TITLE: Manager of Donor/Community Relations
DATE: November 2021

SALARY RANGE: as set by Letter of Employment	IMMEDIATE SUPERVISOR: : President
THIS IS A: Exempt __ Non-Exempt <u>X</u>	Hourly __ Salaried <u>X</u>
Full-Time X Part-Time __	

GENERAL FUNCTION: Build out The STAR Center network across the State of Tennessee. Work to align strategic goals across the center, resulting in more individuals receiving life giving services.

SUPERVISORY RESPONSIBILITY: None

- DUTIES AND RESPONSIBILITIES:**
1. Donor
 - a. Chief “Thank You” Officer
 - b. Strategize and execute effective follow up and follow through with donors post event
 - c. Grow recurring donors through the Tristar Legends program
 - d. Identify, prospect, schedule, and ask corporate sponsor opportunities statewide
 2. Community
 - a. Creation of local advisory boards
 - b. Focus areas
 1. Knoxville
 2. Chattanooga
 3. Johnson City
 4. Metro Nashville
 5. Memphis
 - c. Launch new fundraising events outside Madison County
 - d. Identify and secure speaking engagements for self and other members of the executive team
 - e. Outreach to school districts in Middle and East TN focused on Assistive Technology
 - f. Identify needs across the state and lead internal conversations about meeting the needs
 3. Other
 - a. Support overall marketing effort through creative design/copy/social media/etc.
 - b. Job Coaching
 4. Other duties as assigned

KNOWLEDGE AND REQUIRED TRAINING: Bachelor’s degree. Masters Degree preferred. Minimum of three (3) years of experience (preferably five (5) years of experience) in marketing and events (planning/coordination). Excellent computer skills including social media and website setup/maintenance. Strong organizational skills with the ability to communicate orally and in written form effectively (internally/externally). Demonstrate the ability to anticipate and solve problems or resolve issues.

PERSONAL RELATIONSHIPS: In order to appropriately accomplish the duties of this position, the person will be required to maintain effective relationships with the Center's leadership, staff, clients/families, members of the community, board of directors and other stakeholders of the Center. This person must have an empathetic understanding of client population and be able to relate to them in a positive and supportive fashion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Name (printed): _____

Staff's Signature: _____ Date: _____