



60 S. Main Street, Suite 102, Memphis, TN 38103

[www.volunteerodyssey.com](http://www.volunteerodyssey.com)

**Job Title:** Manager of Fundraising and Special Events

**Reports to:** Executive Director

**Revised:** June 4, 2019

**Job Overview:**

The Manager of Fundraising and Special Events role supports the core of Volunteer Odyssey's mission. The Manager ensures funding and donor relations are continued and is tasked with creating and executing fundraising events and campaigns. The Manager collaborates with other Volunteer Odyssey team members to make Memphis the best place in the country to volunteer and helps put Memphis on the map as a city of service.

**Responsibilities and Duties:**

- Plan, coordinate, and oversee fundraising and development model.
- Build and maintain relationships with donors and cultivate new donor pathways.
- Project manage Mix-Odyssey, our annual fundraiser.
- Design and execute additional fundraising campaigns and events.
- Write and submit grant applications.
- Maintain donor platform, LGL, with current information.
- Involve Board Members with fundraising goals and opportunities and manage Fundraising Committee.
- Assist other team members on speaking engagements, volunteer projects and strategic programs as needed.
- Other duties as assigned. May including corporate project support or public speaking.

**Qualifications:**

- Ability to think strategically and act nimbly.
- 3-5 years at a nonprofit organization or in a similar role.
- Ability to establish and maintain working relationships with donors, foundations, and other strategic partners.
- Ability to act diplomatically and demonstrate sensitivity in difficult situations.
- Confidence and executive presence.

- Proficient in public speaking.
- Comfortable working in teams and working independently.
- Working knowledge of computer systems and applications..
- Excellent written and verbal communication skills.
- Strong time management skills.
- Highly organized and detail-oriented.
- Self-starter with capacity for follow through.
- Mindset of continuous improvement.
- Bachelor's Degree in Psychology, Business, Community Relations, Nonprofit Management/Administration or other similar fields.

### **Our Workplace Culture:**

In the Volunteer Odyssey office, we value collaboration, transparency, and those with a growth mindset who embrace continuous improvement. We value the whole person and the unique skills and talents each person contributes to the team. We believe that the sum is greater than the parts and that an effective team is a win-win for everyone. We host team retreats, team building-activities, and regular group volunteer experiences. We invest in growth, training, and development for everyone at our organization. If you are looking for a great work environment where you'll make a difference in Memphis, we'd love to talk with you about joining our team and furthering our mission.

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*Volunteer Odyssey is dedicated to diversity, inclusion, accessibility and equity. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sexual orientation, gender identity, national origin, ability/disability status, protected veteran status or any other characteristic protected by law.*