

BrightStone

Job Description

Job Title: Senior Manager, Philanthropy and Corporate Engagement
Classification: Salary / Non Exempt
Reports to: Director of Development

Location: Franklin, TN (Hybrid/Flexible options may be considered based on experience and impact)

Salary Range: Competitive and commensurate with experience

About BrightStone

BrightStone, located in Franklin, TN, is dedicated to lifting up adults with intellectual and developmental disabilities. As we strategically grow toward a \$5M budget, this role is pivotal in expanding our philanthropic reach and impact.

Position Summary:

BrightStone is seeking a dynamic, results-oriented, and highly relational Senior Manager, Philanthropy and Corporate Engagement to join our growing Development team. Reporting to the Director of Development, this individual will be responsible for identifying, cultivating, soliciting, and stewarding a portfolio of 150 individual major donors and prospective donors, along with leading the cultivation and solicitation of corporate partners and event sponsors. This role is critical to significantly expanding BrightStone's philanthropic revenue, securing transformational gifts and partnerships, and advancing our mission. The ideal candidate will have a proven track record of securing significant gifts from both individual and corporate sources, building lasting donor and partner relationships, and is prepared to achieve an annual fundraising goal of \$1,000,000 or more from these diversified revenue streams. Experience within an organization with a budget of \$5M or more, demonstrating the ability to scale, is highly preferred. This position will be part of an established development team that will work together to implement a shared responsibility for the vision, mission, and culture of BrightStone, and will support fellow members of senior leadership in their respective areas, serving as one cohesive team.

Key Responsibilities:

1. Individual Major Gift Portfolio Management (50%):

- Manage a robust portfolio of 150 qualified individual major gift prospects and donors, executing a comprehensive moves management strategy for each. This includes diligent qualification, cultivation, solicitation, and stewardship.
- Develop and implement individualized cultivation, solicitation, and stewardship plans tailored to donor interests and giving capacity, with a focus on gifts of \$10,000 and above.
- Conduct a high volume of meaningful personal visits (aiming for 15-20 per month) with current and prospective individual major donors to deepen relationships and identify philanthropic opportunities.
- Lead the solicitation of individual major gifts, including outright gifts, multi-year pledges, and

planned gifts, working collaboratively with the Director of Development, Executive Director, and Board members as appropriate.

- Prepare personalized proposals, gift agreements, and pledge reminders.

2. Corporate Partnerships & Event Sponsorships (30%):

- Proactively identify, research, cultivate, and solicit new corporate partners for general operating support, program funding, and event sponsorships for BrightStone's major events.
- Develop compelling sponsorship proposals and corporate partnership opportunities tailored to business objectives and BrightStone's needs.
- Renew and steward existing corporate partnerships, and cultivate and secure a minimum of new multi-year sponsorships in addition to one-time sponsorships, with the goal of moving one-time commitments to multi-year commitments.
- Manage existing corporate relationships, ensuring strong stewardship, fulfillment of benefits, and opportunities for renewal and increased engagement.
- Work closely with the Events Specialist to integrate corporate sponsorships effectively into event planning and execution, maximizing revenue and partner recognition.
- Represent BrightStone at corporate networking events and industry functions to build new connections.

3. Annual Fundraising Goal & Pipeline Management (10%):

- Achieve an annual combined fundraising goal of \$1,000,000 or more from individual major gifts and corporate partnerships/sponsorships.
- Work in collaboration with the Director of Development and Database Manager to identify annual fund donors with capacity for major gifts and develop strategies to upgrade their giving.
- Support the overall annual fund strategy by identifying opportunities for mid-level donor engagement and providing insights from major donor/corporate interactions.
- Ensure seamless transition of upgraded donors/partners through the giving pipeline.

4. Stewardship, Retention & Reporting (5%):

- Ensure timely and personalized acknowledgment and impactful stewardship for all gifts and partnerships, demonstrating the impact of investments.
- Provide regular updates on program impact and organizational progress to major donors and corporate partners.
- Maintain meticulous records of all donor and partner interactions, moves management, and financial progress in the donor database .

5. Collaboration & Strategic Planning (5%):

- Collaborate closely with the Director of Development and other team members to ensure a cohesive and integrated fundraising strategy across all revenue streams.
- Actively participate in development team meetings, sharing insights, strategies, and progress reports.
- Contribute to the development of annual fundraising goals, strategies, and operational plans.
- Stay current with best practices in major gifts, corporate philanthropy, and event sponsorships.

Position Qualifications:

Education: Bachelor's degree required. Advanced degree or CFRE certification a plus.

Experience:

- Minimum of 6-8 years of progressively responsible experience in non-profit fundraising.
- Demonstrated experience in managing a robust portfolio of 150 major gift prospects and donors, including developing and executing comprehensive moves management plans.
- Proven success in personally soliciting and closing gifts of \$25,000 and above from individuals, with comfort working toward and closing six-figure and seven-figure asks.
- Strong background and proven track record in securing corporate sponsorships for major events and developing corporate partnerships for sustained support.
- Proven ability to achieve annual fundraising goals, specifically individual and corporate goals totaling \$1,000,000 or more.
- Experience working in an organization with an annual budget of \$5M or more preferred, or demonstrable experience in a growth-oriented role with significant fundraising targets.
- Experience with capital campaigns is a significant advantage.
- Familiarity with annual fund strategies and the donor pipeline from annual to major gifts.

Skills:

- Exceptional interpersonal and communication skills (written and verbal), with the ability to build rapport and trust with diverse individuals and corporate representatives.
- Strong active listening skills and the ability to understand donor/partner motivations and interests.
- Highly organized, detail-oriented, and capable of managing multiple priorities effectively in a fast-paced environment.
- Strategic thinker with the ability to develop and execute complex fundraising plans that integrate individual and corporate strategies.
- Proficiency in donor database management (e.g., Kindful (preferred), Raiser's Edge, Salesforce, Bloomerang) and Microsoft Office Suite.
- Goal-oriented, self-motivated, and able to work independently as well as part of a collaborative team.
- High degree of integrity, ethics, and a commitment to donor/partner confidentiality.

Personal Attributes:

- A passion for BrightStone's mission and a genuine desire to make a difference in the lives of those we serve.
- Enthusiastic, positive attitude, and a resilient approach to fundraising challenges.
- Collaborative spirit and a team player.
- Comfortable working with high-net-worth individuals, corporate executives, and community leaders.

Working Conditions:

- Primarily office-based with significant local travel required for donor and corporate meetings, as well as events.
- Occasional evening and weekend work may be required for donor/corporate events or meetings.