



# DEVELOPMENT MANAGER

**Job Announcement | December 17, 2021**

Urban Green Lab's development manager is a new position designed to help inspire support for our mission of teaching communities how to live sustainably. Supervised by the Executive Director, and in collaboration with a team of passionate staff and board colleagues, the development manager is responsible for driving and implementing Urban Green Lab's annual development plan so we can achieve our short and long-term goals as an organization. We're looking for someone who can develop professionally and grow with us over time. The position is full-time exempt and based in Nashville with a flexible work-life balance.



**URBAN GREEN LAB™**

**We teach communities how to live sustainably.**

# Help us inspire support of our cause.

**Urban Green Lab is searching for a full-time development manager to help us grow our mission of teaching communities how to live sustainably.**

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Urban Green Lab teaches communities how to live sustainably. A 501(c)3 nonprofit founded in 2009, we're working to grow a culture of learning in classrooms, households, and workplaces that encourages people to make better choices for our planet and society. We believe in systemic change, and use the following strategies to reach our goals:



## **Organize**

We organize teams of people in community institutions to tackle sustainability challenges.

## **Train**

We train them to teach others how to live more sustainably where they work, learn, and live.

## **Connect**

We connect people with experts and services that make a meaningful difference.

# What We Believe

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At Urban Green Lab, relationships are everything. That's how we grow our mission and inspire long-term investment in our cause. Each person and community institution who gives to us is a partner in our work, so it's important they understand how their gifts are stewarded internally, used effectively to help the community, and leveraged

creatively to encourage fellow donors to do the same. To us, development isn't about asking for money: It's about nourishing a lifetime commitment to our shared values, feeling a bond with our organization's culture, and recognizing each donor's potential roles in helping us achieve our vision.

## **Sustainability is for all of us.**

Sustainability is a human right and our work is for everyone regardless of race, place, and identity. To us, living more sustainably is a journey rooted in compassion, inclusion, and justice.

## **Education leads to action.**

We believe education is the first step toward taking meaningful action, and that learning to live sustainably can be simple and fun. We empower people to try little changes that make a big difference.

## **Collaboration makes us stronger.**

Nothing is achieved alone. Our diverse partnerships allow us to work creatively, accountably, and in harmony. We believe we go further together.

## **We are good stewards of our organization.**

Taking good care of what we have is at the heart of who we are and what we do. We are committed to using your gifts of support responsibly and transparently to deliver credible work toward our shared goals.

# Key Responsibilities

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## Annual Development Plan

Lead delivery of Urban Green Lab's annual development plan and related campaigns, which includes all areas of fundraising, from grants and sponsorships, to fees for service, legacy giving, and individual donations. Work closely with the Executive Director, Operations Director, and the Development Committee to deliver the plan and report on the status of its goals monthly with the team. Collaborate with education staff to link programming relationships with fundraising opportunities.

## Writing Grants & Sponsorships

Spearhead writing of grants (continued and new), sponsorships, and awards together with the Executive Directors and relevant staff. Communicate directly with donor staff to clarify their interests and technical requirements. Accompany the Executive Director and appropriate staff to donor meetings, and help steward those relationships throughout the year. Co-facilitate strategic planning talks with community partners around joint submissions and keep them abreast of proposal developments.

## Research & Data Management

Research new revenue streams, prospective donors, and other opportunities, and keep highly-organized records of relationships, fundraising procedures, and the status of applications year-round through Salesforce. Forecast giving years down the road and pitch scenarios that may affect it. Keep abreast of development trends in Nashville and beyond, especially around our mission of teaching communities how to live sustainably, and identify non-traditional givers who may be interested in supporting our work.

## Individual Recruitment & Enrollment

Work with educational staff to co-host special events (coffee klatches, film screenings, volunteer events, etc.) throughout the year that inspire individuals to give and get more deeply engaged in our work. Help understand what individuals want and need from their engagement with Urban Green Lab, and the possible roles they may play in advancing our mission with us. Lead follow-up with individuals who give.

## Other Duties

Respond to development inquiries and share with relevant Urban Green Lab teammates. Assist Operations Director with monthly financial reporting and the annual budgeting process, including the annual report. Evaluate and report performance of annual goals and assigned long-term strategic plan tasks monthly with the team. Participate in all regular team meetings, retreats, and functions. Other duties as assigned.





# Join Our Team

## Personal Attributes

**We're searching for someone who is the following:**

- Passionately committed to Urban Green Lab's mission and values
- Entrepreneurial and goal-orientated with a keen sense for innovation
- Proactive, dependable, and on time -- a team player to the core
- Diplomatic with excellent community relations and listening skills
- Positive and flexible with intellectual curiosity and ability to adjust to change
- Inclusive and empathetic with an understanding of what it means to be equitable
- Humble and gracious under pressure with a high sense of integrity and humor

## Experience & Knowledge

**We're searching for someone who can demonstrate an understanding of the following:**

- Fundamentals of fundraising and development with diverse supporters (a must)
- Grant writing, including strategic planning with partners and award stewardship (a must)
- Interests, trends, and technical requirements of various community donor types
- How to connect with individuals to learn what they want from their contributions
- Managing a project or program with myriad staff, partners, and stakeholders
- Collecting, analyzing, reporting, and presenting meaningful data
- The basics of sustainable living or related issues (ideal)

## Salary & Benefits

This is a full-time exempt position with a starting salary in the \$50,000-\$55,000 range. Benefits include health insurance allowance (medical, dental, and vision), 408p match, cell phone stipend, team volunteering and service hours, and generous paid time off.

## How to Apply

Please email your cover letter, resume, and writing sample to Todd Lawrence, Executive Director, at [careers@urbangreenlab.org](mailto:careers@urbangreenlab.org). Instead of a resume, you may include a link to your LinkedIn profile or online biography in your cover letter. Your writing sample can be anything, but one or two examples of proposals, campaign pitches or related donor correspondence is ideal. Combine all documents into one PDF file with your full name as the file name and write "Development Manager" in the email subject line. Incomplete submissions and follow-up inquiries will not be considered. Only applicants selected for consideration will be contacted. Applications are accepted until the position is filled. All correspondence is confidential. Background check required.

## Work Environment

Urban Green Lab enjoys a flexible work-life balance and all staff are responsible for managing their own schedules during the week. Staff are expected to spend reasonable time with the team at our Marathon Village office and partners in the community. However, until stay-at-home measures are lifted due to COVID-19, staff are working remotely, with most meetings and events over Zoom. Reasonable accommodations may be made for individuals with disabilities. The employee is regularly required to sit, stand, walk, talk, listen and feel, reach hands above the shoulder, occasionally stoop or crouch, and lift or move items weighing 10-25 pounds.



## Equal Opportunity

Urban Green Lab is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, color, religion, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. Urban Green Lab welcomes applicants from a diversity of backgrounds, experiences, abilities, and ideas.

## Disclaimer

This job description is not necessarily an exhaustive list of all responsibilities, skills, requirements, or conditions. While intended to be accurate, it is not meant to exclude that other, different tasks may be required when circumstances change (such as during emergencies, personnel changes, workload alterations, rush jobs, or technological developments or advancements).



**URBAN GREEN LAB™**

**[urbangreenlab.org](http://urbangreenlab.org)**



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