



## **The Historic Clayborn Temple Seeks Development Manager**

### **Compensation**

This is a full-time, exempt, benefits eligible position based in Memphis, TN. Paid at a rate of \$55, 000 annually.

**How to Apply:** Please review the Development Lead job announcement. The application period is now open. Please submit a resume, cover letter, and three references to [manager@clayborn.org](mailto:manager@clayborn.org) by February 5, 2022. Please send PDFs only using the subject line Development Lead.

If you have any questions, please email at [manager@clayborn.org](mailto:manager@clayborn.org). All applications and expressed interest in this position will remain confidential.

*Historic Clayborn Temple provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

The Historic Clayborn Temple seeks to hire an Development Lead in Fall of 2021 to support the growth and development of the organization. Clayborn is a 2-year 501(c)3 organization with over 200 years of history and legacy. The Historic Clayborn Temple team is currently in a building and growing phase.

There is currently an Executive Director, Deputy Director, Board of Directors, Historic Preservation Specialist, and a small team of consultants currently preparing to begin renovations on the building and build new programs including a community engagement process inspired by the work of Dr. King and the Sanitation Workers and aligned with the innovation of storytelling, community building, and wealth-building for African-American communities.



**Our mission is to engage in culture and the arts inspired by the participants of the 1968 Sanitation Workers' Strike. Clayborn embody their declaration of the humanity and dignity of Black, poor, and working-class people and continue their legacy of advancing human understanding through storytelling, engagement, and practice..**

The main role of the Development Manager is to build and maintain Clayborn's donor database and donor relations. The Development Manager is responsible for maximizing the donor experience through a comprehensive account management process focused on strategic engagement, retention, and expansion.

Job Description: The Historic Clayborn Temple Development Manager is a full-time position based in Memphis, TN providing support to the Executive Director and Deputy Director.

### **Duties and Responsibilities Include:**

#### **Account Management**

- The Development Manager will work with the Executive Director and Board Fundraising Chair to set and execute long-term cross-functional strategic plans to fundraise achieving portfolio goals. Plans should include benchmark milestones on financial results, relationship development goals, year-round engagement and the donor stewardship processes.
- Establish and maintain a qualified sales/fundraising pipeline, focused on achieving stretch goals to support enhanced revenue streams.
- Oversee, plan, and execute annual fundraising initiatives to achieve revenue goals.
- Create and execute targeted plans to reach fundraising goals for key accounts
- Provide a high level of sales strategy and professional presentations.
- Focus on identifying, cultivating, soliciting, and stewarding current and prospective corporate donors, as well as, increasing employee engagement within the organization.



- Establish and sustain a network of relationships within companies including senior executives, corporate campaign managers, and CSR leads, while providing support in the planning and execution of successful fundraising initiatives.
- Engage companies and individuals in volunteerism and educational opportunities.
- Maintain account financial projections, donor engagement visits and other key campaign metrics. Provide regular and accurate reporting.
- Be knowledgeable about all fundraising platforms and tools available to corporate partners and guide use of these platforms to meet organizational goals.
- Have strong written and oral presentations skills.
- Provide fundraising strategy support to the Executive Directory, Deputy Director, and Board Fundraising Chair.

#### **Logistics and Administrative**

- Lead grants research and management.
- Manage Board and staff fundraising efforts.
- Achieve relationship management performance goals by conducting donor engagement visits throughout the year.
- Capture, enter and maintain relevant stakeholder information in our database. Effectively embrace and utilize the CRM technology solution to manage relationships.
- Send thank you notes to donors
- Lead donor correspondence including but not limited to social media and mailchimp communications.
- Plan and organize fundraising events.

#### **Qualifications:**

- Bachelor's degree preferred in business, marketing, or non-profit management or related fields is ideal.
- Three to five years of business to business sales management or non-profit fundraising experience preferred.
- Excellent written, verbal and interpersonal communication skills.
- Possess strong knowledge of Microsoft Office Suite, including Word, Excel, and PowerPoint.



- Delivers effective individual and group presentations.
- Skilled in developing key relationships with individuals while building rapport quickly to deliver results.
- Demonstrate sense of urgency, ability to independently, determine priorities, maintain activity on a number of projects simultaneously and meet deadlines.
- Ability to work collaboratively, act innovatively, and embrace change.
- Ability to work effectively in virtual and office environments.
- High levels of organization and prioritization.
- Self-motivated and able to thrive in a fast-paced, complex, goal-oriented, team environment.
- Sound judgment, discretion and commitment. Maintain confidentiality and a high degree of accuracy in donor records.
- The successful candidate will be mature, highly motivated, and team-oriented, with the highest ethical standards and ability to drive results.
- Have a valid driver's license and willingness to drive to and from work meetings.
- Must have Capital Campaign experience.
- Ability to work from home/remotely.
- Ability to lift 40 lbs.
- Location: This position is based in Memphis, TN.

### **Additional Qualification**

- Working knowledge of Asana project management tool.
- Experience working with donor management software.

**Hours:** This is a full-time position with a minimum 6 hours weekly to be spent working collaboratively with staff members in a digital work space.

To apply, send a cover letter, resume to [manager@clayborn.org](mailto:manager@clayborn.org) by February 5, 2022, no later than 5 pm CST/ 6 pm EST.

### **Compensation and Benefits**



This is a Full - time position paid at a rate of \$55,00.00 annually. Historic Clayborn Temple has secured funding for the position from January 2022 – December 2023. This position is subject to grant renewal and pending additional funding.

“This project was funded by a grant from the African American Cultural Heritage Action Fund of the National Trust for Historic Preservation with support from The Andrew W. Mellon Foundation.”

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### **More about the Historic Clayborn**

The Historic Clayborn Temple is a 3-year 501(c)3 organization with over 200 years of history and legacy. The historic Clayborn Temple team is currently in a building and growing phase. There is currently an Executive Director, Board of Directors and a small team of consultants currently preparing to begin renovations on the building and build new programs including a community engagement process inspired by the work of Dr. King and the Sanitation Workers and aligned with the innovation of storytelling, community building, and wealth-building for African-American communities.

### **History**

A stately Romanesque Revival church just south of Beale Street in Memphis, Tennessee, Clayborn Temple began life with a white congregation in 1892 as Second Presbyterian. In 1949, the church was sold to an African-American congregation, who changed the property's name to Clayborn Temple in honor of a local African Methodist Episcopal (AME) bishop.

During the Sanitation Workers' Strike of 1968, civil rights and labor activists organized together inside Clayborn Temple. The “I AM A MAN” signs created by the congregation's pastor with his own printing press have since become a universal symbol for human rights and human dignity. Today, the “I AM A MAN” signs remain relevant everywhere, from protests close to home in Ferguson to halfway around the world in Egypt.



Clayborn Temple closed in 1999 and fell into disrepair, but it has since reopened. The building hosts special events like weddings and live performances, is once again home to a congregation, and is also a meeting space for local and national organizations. Most importantly, the community members and preservation organizations who have kept Clayborn Temple alive are dedicated to preserving its legacy as the site where activists first organized around the idea that poverty and race were inextricably bound. (c/o :2018 National Trust for Historic Preservation).

In 2019, with a grant from the Restorative Economy Fund, Historic Clayborn Temple was able to facilitate the transfer of ownership of the Clayborn Temple building from its former fiscal agent, Memphis Leadership Foundation, into a new independent entity controlled by its own board and leadership, The Historic Clayborn Temple.

Clayborn Temple reborn currently serves as a space for restoration, artistic production, social innovation, economic justice, and community transformation. The space works to restore Clayborn Temple's historic space in a way that both honors its architectural past and enables its programmatic future. Clayborn Temple works to re-engage the social mission that bears witness to the reality of God's love and that honors the dignity of their neighbors. And lastly, Clayborn Temple works to renew Clayborn to the surrounding community by partnering with local neighbors to see South City become a thriving community for all of its residents.

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