



Strategic Partnerships and Events Manager

Mission, Vision, and Values

The Nashville Food Project brings people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city. At The Nashville Food Project, we embrace a vision of vibrant community food security in which everyone in Nashville has access to the food they want and need through a just and sustainable food system. This mission and vision are guided by core organizational values, including hospitality, stewardship, interdependence, learning, justice, and transformation.

Organizational Background

The Nashville Food Project (TNFP) was born from the idea that good food is a matter of basic dignity. Since its start in 2007, TNFP has served thousands of Nashvillians facing food insecurity. In 2011, TNFP was incorporated as an independent nonprofit, shifting the focus of its meals program toward a collaborative partnership model and launching an urban agriculture program. Today, TNFP continues to connect people to nourishing food and to each other through vibrant urban agriculture projects, made-from-scratch meals, and food shared with local partners working to disrupt cycles of poverty.

Position Summary

The Strategic Partnerships and Events Manager (SPEM) is a key member of the Development Team, responsible for developing and managing strategic partnerships and leading the successful design, delivery, and growth of TNFP's events portfolio. Reporting to the Director of Development (DD), the SPEM leads all event related activities, and supports TNFP's revenue development by managing a donor portfolio in support of a diversified funding strategy.

ESSENTIAL JOB FUNCTIONS

Event Management

- Create and manage events timelines and budgets, vendors, suppliers and talent
- Oversee all relevant event licensing and permitting
- Coordinate with Communications Manager to create promotional plans for all events
- Drive ticket sales goals and fundraising goals for each event
- Manage event staffing, ensuring events run smoothly and troubleshooting as needed
- Work with board committees to support events, including auction planning, sponsorships, and product donations

- Seek opportunities to collaborate on external fundraising events throughout the year
- Secure sponsorships and in-kind donations for both development and programmatic events
- Collaborate with programs teams on community engagement and stewardship events
- Collaborate with Facilities and Fleet Coordinator on events and facilities rentals

Fundraising

- Work with the DD to meet organizational fundraising goals by managing relationships with monthly donors and leading mid-level donor fundraising campaigns
- Engage volunteers in new donor cultivation, solicitation, and stewardship plans
- Lead donor stewardship efforts, including donor appreciation and thanking donors
- Represent TNFP in building and strengthening relationships, growing supporter base by participating in development-related networking and speaking events as needed

REQUIRED QUALIFICATIONS

- 1-3 years of professional event planning and development experience
- Exemplary communication skills, interpersonal skills, and professionalism
- Demonstrated ability to work successfully with multiple stakeholders
- Ability to work independently, self-managing projects, as well as part of a team
- Well-organized with attention to detail, record keeping and time management skills
- Respect for equity and inclusion
- PC proficiency, including Microsoft Office Suite
- Proficiency with CRM systems a plus (Raiser's Edge preferred)

PREFERRED QUALIFICATIONS

- Strong interest in, or experience with, anti-poverty and/or food justice work
- Background experience in culinary arts, food service management, and/or agriculture
- Experience with graphic design and graphic design software

CLASSIFICATION

This role is an exempt, salaried position. Weekend and evening hours are required occasionally.

COMPENSATION & BENEFITS

Starting annual salary is \$45,000-47,500, commensurate with experience. TNFP offers a benefits package for full-time employees including:

- 75% employer paid health insurance for employees, and voluntary dental and vision insurance
- 25% employer paid health insurance for dependents
- Employer paid term-life and AD&D insurance, and long-term disability insurance
- Cell phone stipend
- 14 paid holidays, plus two floating holidays
- Flexible Paid Time Off (PTO)
- Parental leave
- Ongoing training and professional development opportunities
- Flexible work environment (i.e., remote and/or hybrid), including hours and location

To apply, please send a resume and cover letter outlining your interest in our work and mission to info@thenashvillefoodproject.org. Applications received on or before January 26 will receive priority consideration.

In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.