

**Community Shares (Tennessee) seeking Executive Director**

Community Shares (of Tennessee) is seeking an Executive Director who will advance the mission and vision of the organization. This position is currently the only full-time position although it does supervise some contract labor and interns/volunteers. Although the ED is currently located in Knoxville, the position can be located in either Middle or East Tennessee with the ability to work either remotely or in an office. The ED reports to the Board Chair on behalf of the Board of Directors. The position is proposed to start July 1, 2025.

Community Shares is a 40-year-old Tennessee organization with the primary purpose of workplace fundraising, i.e. to raise money for its’ 30+ progressive social change member groups through payroll deduction campaigns in the workplace. In addition, Community Shares helps serve as an incubator for new (non 501c3) organizations through its’ fiscal sponsorship programs. CS also promotes and educates the public about the need for progressive social change organizations in Tennessee.

**Job responsibilities include:**

* Coordinating current employee giving campaigns across the state (currently approximately 30), and spearheading efforts to add new workplace giving campaigns.
* Managing fiscal sponsorship projects (currently 10).
* Directing fundraising and development efforts to increase the fund assets of the organization including mail appeals, recruiting new donors, special events, grant search and grant writing and direct solicitation of donors.
* Staffing the board of directors and most committees.
* Overseeing financial and strategic planning.
* Supervision and oversight of contract labor including bookkeeper, date entry, and campaign assistance.
* Maintain communication with CS member groups including program evaluation, participation requirements, orientation of new representatives and cultivating and maintaining a relationship with each organization. Prepare and staff the Annual Membership Meeting.
* Public relations work including website and social media work as well as maintaining a presence in the social change and social justice community.
* Prepares documents for annual audit.
* Works with Committees made up of board members, member groups, volunteers and donors to support the mission of the organization.
* Will require some evening and weekend work.

**Candidate Qualifications:**

* Proven leadership and/or relevant experience within the context of nonprofits and/or workplace fundraising.
* Relational connectedness with organizations and stakeholders.
* Strategic and systematic thinker.
* Ability to effectively communicate Community Shares’ mission to donors, volunteers, and the community.
* Excellent written and verbal communication skills.
* Literate in social media and website tools.
* Demonstrates awareness of diversity, equity and inclusion.

**Salary and benefits:**

* Salary range of $50,000 - $65,000 per year
* Health insurance fully paid (for employee)
* Simplified employee Pension
* Vacation starting at 2 weeks per year
* Sick leave and holidays

**Cover letter and Resume should be sent to** **info@communitysharestn.org** **(preferred) or they can be mailed to Community Shares, 1209 Euclid Avenue, Suite 201, Knoxville, TN 37921.**