# SHELBY RESIDENTIAL AND VOCATIONAL SERVICES, INC.

**3971 Knight Arnold**

**MEMPHIS, TN 38118**

**(901) 312-6877**

## \*\*\*PLEASE POST\*\*\* \*\*\*PLEASE POST\*\*\* DATE: June 21, 2019

**Applications and letters of interest are now being accepted for the following position ONLY. Monday – Friday, 8am until 3pm. ONLY experienced applicants who meet the minimum qualifications listed below need apply. Applications and resumes are active for 6 months. Jobs on the posting are valid for 5 days from posting date.**

**Development Manager**

Under the supervision of the Executive Director, the Development Manager will be responsible developing and implementing a growth strategy for the future of SRVS, organizing outreach efforts, and cultivating/managing relationships with the agency's new and existing

donors. Collaborate with the Executive Director and Board of Directors to create a development plan which increases brand awareness and revenue to support the strategic direction of SRVS.

Candidate must have a bachelor's degree from an accredited college or university. Must have a minimum of 5 years experience working in a non-profit or fundraising capacity. Must demonstrate excellent organizational and communication skills. Leadership and two-three years of management experience is required.

## Approved By:

**Tyler Hampton, Executive Director**

SRVS is an Equal Opportunity Employer. SRVS does not discriminate on basis of race, sex religion, national origin, disability, age, veteran status or any other classification protected by federal or state constitution or statuary laws, in provision of employment opportunities