

Engagement and Gratitude Officer

Organization: The Contributor, Inc.

About The Contributor

The Contributor is a nationally recognized street newspaper and social enterprise supporting individuals experiencing homelessness and poverty. We connect street newspaper vendors to income, community, housing, and opportunity, and we connect the broader Nashville community to meaningful ways to engage.

Position Overview

We are seeking a personable, relationship-driven professional to serve as an outward-facing ambassador for our organization. This role focuses on strengthening donor relationships, securing sponsors and advertisers, increasing community awareness, and leading digital communications efforts. This position is designed with growth potential as impact and revenue expand.

Core Responsibilities

Donor and Funder Engagement (Approx. 24 hours/week)

- Work a curated list of donors and supporters
- Conduct outreach calls and personalized follow-up
- Meet donors for coffee and relationship-building
- Ask current and potential donors for financial support
- Coordinate meetings with the Executive Director when appropriate

Sponsorship and Advertising Development (hours included above)

- Secure event sponsors
- Develop sponsors for the Where to Turn in Nashville Guide
- Obtain advertisers for The Contributor newspaper
- Cultivate corporate partnerships

Community Representation (Approx. 8 hours/week)

- Represent The Contributor at networking events and donor gatherings, occasionally for an event on a weekend
- Coordinate/conduct tours and public presentations
- Strengthen visibility across the Nashville community

Social Media and Communications (Approx. 4 hours/week)

- Post on social media at least twice weekly

- Attend bi-weekly Vendor Breakfasts to gather stories and photos
- Collaborate with staff for content collection
- Produce and distribute a monthly email newsletter

Internal Collaboration (Approx. 4 hours/week)

- Participate in weekly planning/staff meetings
- Maintain donor tracking and outreach documentation

Qualifications

- Strong relationship-building and communication skills
- Experience in fundraising, sales, sponsorships, or business development
- Confident representing an organization publicly
- Strong writing skills for newsletters and social media
- Engages in self-reflection and participates in team learning conversations
- Organized, self-directed, and goal-oriented
- Passion for mission-driven work

Benefits

- Annual salary: \$61,800 plus benefits
- Employer-paid health insurance
- Vision and dental available
- Matching 401(k)
- Flexible PTO and paid holidays
- This position qualifies for some remote work flexibility depending on needs listed above

To apply, send a cover letter and resume to info@thecontributor.org