

Chattanooga  
Autism Center

ChattanoogaAutismCenter.org  
Office (423) 423-531-6961  
Fax (423) 521-8094  
1400 McCallie Ave, Suite 100  
Chattanooga, TN, 3740

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# Fundraising Manager

**Chattanooga Autism Center**  
**1400 McCallie Ave, Ste. 100, Chattanooga, TN 37404**

**Full-time**

**Mostly on-site (some tasks may be done remotely after training)**

**Starting pay: \$50k -\$60k**

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## Job Summary

The Chattanooga Autism Center (CAC) is seeking a Fundraising Manager to join our executive team. In this role, you will be responsible for generating revenue streams through fundraising events, sponsorships, donations, and grants, working closely with the Executive Director and Board of Directors. We're looking for a Fundraising Manager who is passionate about the mission and vision of the ever-growing CAC, capable of managing multiple projects and funding streams simultaneously, and can clearly and effectively communicate the CAC's impact and needs to established and potential donors.

This role will primarily work onsite at our McCallie Avenue office and reports to the Executive Director.

## Duties and Responsibilities

### Donor Relations and Engagement:

- Communicate the CAC's mission and impact to donors and the public.
- Enter constituent and donation data into the donor management system (Little Green Light) and use data to build and maintain relationships.
- Send donations receipts, acknowledgements, and thank-you letters/emails.
- Strategize and execute donation appeals (year-end, Giving Tuesday, etc.).
- Identify and cultivate potential new donors and revenue streams.

### Fundraiser and other Event Planning and Management:

- Coordinate CAC fundraising events, including the Chattanooga Autism Walk & CAC Golf Tournament, and assist with the Chattanooga Autism Conference.



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- Coordinating volunteers who serve on event planning committees and who will help with the events.
- Secure sponsors, exhibitors, prizes, & auction items for events.
- Create and manage event registrations forms and payments.
- Recruit, train, and supervise event volunteers.
- Develop graphics and promotional content for events.

#### Grant Writing and Management:

- Write and submit grant proposals to secure funding from foundations and corporations.
- Manage grant reporting, data collection, and compliance requirements.

#### Fundraising Strategy and Leadership:

- Work closely with the Executive Director, Board of Directors, and other staff members to develop and implement fundraising strategies to achieve annual and long-term revenue goals.
- Oversee the fundraising budget and ensure responsible financial management.
- Provide leadership and guidance to the CAC's fundraising committee.
- Track fundraising performance and provide regular reports to the Board of Directors.

#### **Required Experience/Skills**

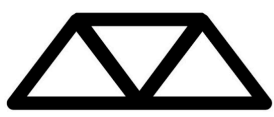
- Education or work experience in nonprofit management, fundraising, business administration, grant writing, or other related fields.
- Strong budgeting and data analysis skills. Can read and interpret financial reports, write budgets, track and analyze data related to fundraising, etc.
- Excellent written communication. Must be able to clearly & concisely articulate programs and projects of the CAC in grant applications and donor appeals.

#### **Nice-to-Haves**

- Experience planning and managing fundraising events.
- Experience writing grant proposals.
- Familiarity with Google Suite, Quickbooks Online, and/or CRM systems (such as Little Green Light).
- Personal connection with autism or neurodiversity.

#### **Education**

Bachelor's degree required (or upcoming graduation in related field)



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Higher education in related field preferred (nonprofit management, public administration, business administration, etc.)

## **Pay & Benefits Summary**

- Up to 15 days of paid time off & 7 paid holidays per year
- \$200/month health insurance stipend
- Short-term disability insurance
- Flexibility to complete some hours remotely
- Free telehealth mental health counseling and coaching
- Emphasis on trauma-informed and neuro-affirming practices
- Opportunities for bonuses by reaching or exceeding different fundraising goals.

## **About Chattanooga Autism Center**

Our Mission & Vision: The Chattanooga Autism Center (CAC) is a local nonprofit organization that serves autistic individuals of all ages. Our mission is to promote inclusion and acceptance of autistic individuals and provide services, resources, and education to the community. We aspire to create a world where all autistic people are accepted, included, respected, have equitable access to opportunities, and a true sense of belonging.

Our Programs: Programs and services of the CAC include outpatient mental health counseling, ABA therapy, diagnostic evaluations, occupational therapy, music therapy and lessons, support groups, conferences, customized autism training, a community resource hub, and more.

History & Impact: The CAC started in 2009, when a group of parents developed a workshop series, autism conference, and network of support. In 2012, we received our 501(c)(3) status and opened an outpatient clinic. The CAC has grown from a small group of parents, self-advocates, and volunteers into a multifaceted organization with an increasing presence in the community. The clinic has served hundreds of clients, and the entire organization serves over 6000 people annually.

***To apply, email your resume, cover letter, and contact information for three professional references to Dave Buck at [dave@chattanoogaautismcenter.org](mailto:dave@chattanoogaautismcenter.org).***