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# **TJC seeks Candidates for two Positions**

## **Health Action Associate**

The Tennessee Justice Center, a non-profit, public interest law firm, is seeking a Health Action Associate. This position will be a part of a team that focuses on maintaining and increasing access to health care coverage for all Tennesseans. This requires the ability to work well as a team member, to quickly adapt to fast-changing environments, and to have a positive energy and strong organizational skills and focus.

Since opportunities and challenges will arise unexpectedly due to the changing health policy landscape, the individual must be a flexible utility player who is willing to take on new projects. The job may include: educating communities about health needs and policies affecting particular demographics(including children); updating and engaging volunteers and community partners; assisting with messaging and media engagement to educate Tennesseans about health access and policy issues; building a strong coalition of partners across the state; gathering and sharing stories of Tennesseans who need access to health care or whose health care is at risk.

Because of budget and time restrictions, most of the work will be done from our Nashville office, so the use of phones, email, Skype, and webinars will be crucial; ideal candidates will be very comfortable with making cold calls and having conversations over the phone. There will be some travel required.

Required:

- Bachelor's degree and solid GPA from 4-year accredited college or university
- Two years relevant work experience in non-profit/human service sector
- Passion for social justice and health care
- Strong social, communication, and writing skills
- Comfort with making cold calls and spending time on the phone
- Well-organized and detail-oriented
- Comfort taking direction from supervisor
- Self-motivated with a strong work ethic
- Team player
- Flexibility to adapt to changing priorities within the overall goal
- Positive attitude to flourish in a small (and open space!) office Ability to work full time, with overtime
- Ability to prioritize workload and manage multiple deadlines
- Ability to tend to multiple details simultaneously
- A warm and engaging personality who can connect to people at all income and educational levels
- Ability to use the team approach and to be solutions focused

Job Type: Full-time

Contact Information and Procedure:

Applicants should send a resume, writing sample and letter of interest to Julia Osgood, Tennessee Justice Center, 211 7<sup>th</sup> Ave.N, Ste. 100, Nashville, Tennessee 37219, Fax: 615-255-0354, e-mail [josgood@tnjustice.org](mailto:josgood@tnjustice.org). **NO PHONE CALLS PLEASE.** Due to the high volume of applications, TJC cannot return phone calls about the position and, regrettably, cannot notify applicants of the status of applications unless an interview is requested.

Julia Osgood

Email: [josgood@tnjustice.org](mailto:josgood@tnjustice.org)

Website: <https://www.tnjustice.org>

## **Development Director**

The Development Director position is a significant leadership position for TJC will work alongside the Executive Director, Fundraising Committee, and Board of Directors to meet organizational goals. This requires the ability to think broadly and strategically, as well as to be detail oriented and organized about the implementation and structures necessary to move the Center's vision into reality. This position is responsible for managing and significantly growing a robust fundraising program that raises over \$500,000 annually through a combination of direct response, major gifts, corporate, and planned gifts.

### Job Responsibilities

- Manage TJC's business development and communications functions under the Executive Director's and Board's general supervision.
- Work with Executive Director, Deputy Director, Fundraising Committee, and Board of Directors to research, develop, implement and expand traditional and creative fundraising strategies and programs to meet or exceed the organization's fundraising and strategic plan goals.
- Manage and coordinate individual and event fundraising including institutional proposal development.
- Partner with program staff to develop and implement social and new media strategies.
- Oversee execution of all fundraising events to raise community awareness and meet or exceed event budget goals.
- Develop and implement a robust major gift program including corporate contacts and support in conjunction with Executive Director.
- Develop donor recognition plan in consultation with leadership and committee members.
- Oversee annual fund activities including events, direct mail campaigns, web giving, newsletters, social networking, and staff.
- Create and manage portfolio of major donors.
- Oversee development and implementation of annual comprehensive communications plan involving traditional and new media, marketing, publications, and outreach in order to increase engagement from donors, volunteers, and community members.
- Represent TJC in the community through speaking opportunities and events. Oversee volunteer speakers.

- Ensure development and maintenance of appropriate systems and reporting to facilitate donor engagement, research and cultivation, gift processing, recognition and event evaluation. Maintain accountability and compliance standards for donors and funding sources.
- Participate as member of the management team in leading the organization and participating in overall strategic planning and budgeting.
- Work collaboratively in a team environment with a spirit of cooperation.
- Supervise staff as determined.
- Other duties as determined.

## Requirements

- Minimum of 5-years fund development leadership experience.
- Fundraising achievements in major gift cultivation and solicitation, corporate and foundation grants, direct mail, planned giving, corporate sponsorships and special events.
- Self-motivated with a strong work ethic
- Dogged problem solver
- Team player with willingness to share projects and work cooperatively
- Flexibility to adapt to changing priorities (within the organization's overall mission) as our work is shaped by the dynamic needs of our clients
- Attitude to flourish in a small office

## Compensation:

- Salary depends on experience
- Health insurance
- Retirement plan
- Long and short-term disability insurance (fully paid for by employer)

## Contact Information and Procedure:

Applicants should send a resume, writing sample and letter of interest to John Orzechowski, Tennessee Justice Center, 301 Charlotte Avenue, Nashville, Tennessee 37201-1568, Fax: 615-255-0354, [e-mailjorzechowski@tnjustice.org](mailto:emailjorzechowski@tnjustice.org). NO PHONE CALLS PLEASE. Due to the high volume of applications, TJC cannot return phone calls about the position and, regrettably, cannot notify applicants of the status of applications unless an interview is requested.

John Orzechowski 301 Charlotte Ave. Nashville, TN 37201

Email: [jorzechowski@tnjustice.org](mailto:jorzechowski@tnjustice.org)

Website: <https://www.tnjustice.org>

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