



Job Description

Position: Consulting Associate

Reports to: Managing Consultant

Focus

Work with clients and prospective clients to assist them in creating, building or enhancing their gift planning program. This position is located at the Memphis, TN headquarters of Sharpe Group.

Experience and Skills

Ideally, the successful applicant will have nonprofit experience; fundraising, estate planning and/or gift planning communications a plus. Specific skills/experience required include:

- A degree in marketing, business, law, or related field of study
- Knowledge of nonprofit gift development. Ideal candidates will have experience in both sales and development. Experience in print publications is a plus.
- Understand the marketing concepts of communicating to a senior audience and a sensitivity of how to reach that audience
- Excellent communication and customer service skills
- Good organizational and management skills, excellent phone presence, an ability to prioritize and work independently with minimal supervision, and the drive to maintain existing business as well as develop new business
- A minimum of 3 -5 years of experience in and/or exposure to gift planning within a nonprofit organization

General Duties

This full-time position partners with existing and new clients to enhance the nonprofit organization's gift planning efforts. Duties include customer service, sales, coordinating with Sharpe's Creative Services Team and coaching/mentoring client staff on effective use of Sharpe communication tools and services.

Specific Duties

- Handles inquiries received via telephone, from exposure at planned gift meetings and Sharpe seminars, and Sharpe marketing efforts; includes taking calls and sending sample materials based on client needs
- Assists clients with questions about gift structuring options, donor-centric products and planned giving program services
- Advises clients on their gift planning marketing strategy and assists in developing marketing plans
- Works with Sharpe's Creative Services team to produce informative gift planning copy and donor-centric marketing materials, including print and electronic media
- Actively pursues new clients through leads and research from within the Sharpe database
- Works with a team of consultants to determine and implement an action plan that meets a client's needs
- Some travel is possible to appear at regional/national conferences or meetings and at Sharpe seminars to cultivate and expand business relationships for Sharpe Group

Additional Information

Since 1963, Robert F. Sharpe & Company, Inc./Sharpe Group has helped ensure the financial security of thousands of Americas' educational, healthcare, religious, social service and cultural nonprofits.

View our company website for a more comprehensive view of Sharpe Group and the clients we serve: www.SHARPEnet.com.

How to Apply

Send resume and cover letter to Cindy Hatler, Director of Administration & Human Resources, cindy.hatler@SHARPEnet.com, 901-680-5300 x 5306.