



## POSITION DESCRIPTION

**POSITION TITLE:** Director of Strategic Initiatives  
**POSITION SUMMARY:** Leads TCCN’s fundraising and sustainability efforts in alignment with Strategic Plan.  
**REPORTS TO:** Executive Director  
**STATUS:** Full time  
**LOCATION:** Remote worker

### ESSENTIAL FUNCTIONS:

#### Strategic Leadership

- Lead development and innovation for future grant and program initiatives, ensuring alignment with the mission of TCCN and strategic goals.
- Identify funding and partnership opportunities, including federal, state, and private grants, to meet organizational needs.
- Cultivate relationships with potential funders.
- In partnership with the Director of Programs and Director of Quality, provide leadership to ensure overall success of TCCN initiatives.
- Staff lead for the TCCN Fundraising and Sustainability Committee.
- Staff lead for weekly internal TCCN Grants Meeting, to include status reports on potential/recommended new opportunities.

#### Funding Proposal Development

- Proactively collaborate with members to bridge the needs of free and charitable programs with the needs of funders and partners for mutual success.
- Take a lead role in the development and writing of grant proposals and other funding requests, ensuring organized materials, draft timelines, managed deadlines, and support to staff as they assist in proposal development.
- Develop and manage grant budgets, in collaboration with ED.

#### Strategic Initiative Implementation

- Provide leadership for optimizing the grant administration & invoicing processes, policies, and procedures to mitigate risk, ensure compliance and achieve success with achieving grant objectives.
- Project a welcoming and supportive attitude that encourages member engagement in TCCN initiatives.
- Develop, implement and communicate overall programmatic strategy, deliverables, and outcomes to participating members.
- Assist in the preparation of documentation and materials for site visits and/or audits from state or federal funders and other grant funding agencies.
- Provide support to TCCN staff and members.
- Other duties as assigned.

### EXPERIENCE AND EDUCATION:

- Bachelor’s degree in a relevant field with two years of program or grant management experience.
- Demonstrated ability to interpret federal or state regulatory grant language.

- Familiarity working in healthcare environment preferred.
- Nonprofit experience a plus.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organizational skills with demonstrated ability to prioritize, multi-task and meet deadlines.
- Excellent verbal and written communication skills.
- Solid computer skills, extensive knowledge of MS Office.
- Knowledge of data analysis and updating database content.
- Ability to travel to member sites and partner meetings. Must possess reliable transportation.
- Work individually and as part of a team.
- Space for a home office with internet connectivity as employees work remotely.
- Work collaboratively with all members of the team, members, and partners.
- Detail-oriented, proactive, assertive, and self-motivated requiring little supervision to complete tasks.

**EXPERIENCE AND EDUCATION:**

- Master’s degree preferred with 3-5 years of program leadership experience.
- Demonstrated ability to interpret federal or state regulatory grant language.
- Familiarity working in free and charitable health care environment; with vulnerable populations; and/or with nonprofits.
- Experience designing, leading, and evaluating programs for multiple audiences.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong management and organizational skills with demonstrated ability to prioritize and meet deadlines.
- Excellent verbal and written communication skills.
- Solid computer skills, extensive knowledge of MS Office.
- Knowledge of data analysis.
- Ability to travel to member sites. Must possess reliable transportation.
- Work individually and as part of a team.
- Space for a home office with internet connectivity to be able to work remotely.
- Work collaboratively with all members of the team, members, and partners.
- Detail-oriented, proactive, assertive, and self-motivated requiring little supervision to complete tasks.

**SALARY AND BENEFITS:**

The Director of Programs’ salary range is \$70,000 - \$80,000 depending on experience. All TCCN staff receive paid time off and holiday pay as well as a generous benefit stipend.

**LOCATION:**

This position is a remote position open to Tennessee residents. Applicants are not required to be located in Nashville; however, must be a resident of Tennessee with the ability to travel to Nashville or to member clinics as needed, often for a single meeting to return home in the same day.

**HOW TO APPLY**

Qualified candidates should send a resume and a cover letter to: [info@tccnetwork.org](mailto:info@tccnetwork.org)



Satisfactory completion of a background and reference check will be required of the successful candidate.

**TCCN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all applicants and employees.**