



Director of Events and Community Engagement

Job Summary

Love bringing people together? Thrive on creating events that people look forward to year after year?

Learning Matters is celebrating 20 years! We're looking for a **Community Engagement & Events Director** to lead one of Nashville's most meaningful (and fun!) community events—the **Music City Run for Dyslexia**—and helping build a calendar of engaging experiences that connect people to a mission that changes students' lives.

You'll work closely with the **Director of Advancement** and a fun, collaborative team to bring events to life—from sponsorship outreach to event-day logistics. If you're someone who enjoys connecting people, organizing great experiences, and being part of a mission-driven organization, we'd love to hear from you.

This is a part-time or full-time, in-office, 20-40 hour position working Monday – Thursday, with occasional nights and weekends depending on special events.

We're celebrating 20 years!! Learning Matters, Inc. is a **nonprofit organization** formed in July 2006 to provide interventional tutoring, educational assessment, and advocacy services. Join us and make a difference in the lives of students and help us advance our mission to ensure educational equity for students with Dyslexia and other learning disabilities.

Key responsibilities include:

Event Leadership:

- Lead planning and execution of our signature fundraising event, the Music City Run for Dyslexia
- Coordinate event logistics including vendors, volunteers, timelines, and operations
- Help grow participation and community excitement around the event

Sponsorship & Partnerships:

- Cultivate and steward event sponsors and community partners
- Assist with sponsorship outreach and fulfillment
- Build lasting relationships with local businesses and supporters

Community Engagement:

- Plan and host a handful of smaller "micro-events" throughout the year
- Represent Learning Matters in the community

- Help expand our network of supporters and advocates

Operations & Collaboration:

- Work closely with the **Director of Advancement** to align events with fundraising goals
- Track event timelines, sponsorship commitments, and logistics
- Coordinate volunteers and team support

Qualifications

- Bachelor's degree in business, communications, public relations, marketing, or related field preferred.
- Minimum 2 – 3 years of experience in sales, fundraising, events or marketing preferred.
- Experience in event planning, nonprofit fundraising, or community engagement
- Highly organized with strong project management skills
- Friendly, outgoing, and comfortable building relationships
- Able to juggle multiple moving parts while keeping a positive attitude
- Google applications including Docs, Sheets, Drive.
- Familiarity with Adobe Creative Suite and/or Canva and related technologies preferred
- Excited to be part of a small, mission-driven team that enjoys working together

Benefits

- Stipend for Health and Wellness
- Generous Holiday, PTO and Sick Time

To Apply:

To apply for this position, please submit a resume and cover letter outlining your qualifications and interest in the role to Joan Borinstein at jboreinstein@learningmattersinc.org. Please include "Community Engagement and Events Director" in the subject line.

Learning Matters is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from all backgrounds to apply. Join Learning Matters, Inc. and be part of a team dedicated to making a difference in the lives of students with learning disabilities. We look forward to receiving your application.

Core Competencies Survey

There is NOT a right or wrong answer. We are trying to get to know you and see where you fit into a position that is multi-faceted.

Please indicate your level of interest AND your level of experience, from lowest (1) to highest (5) for each of the following.

Interest	Competency	
		Talking about money, making asks of clients, solicitation of sponsorships
		Organizing people, volunteers, board members
		Proposal or grant writing, reporting, management
		Management of large scale event involving coordination of vendors and record keeping
		Community engagement, micro-events, Jeni's ice cream night, Moe's night, support group, etc
		Managing complex projects
		Understanding of Dyslexia or other learning differences
		5K or community-based fundraising type events
		Canva and Canva for teams, working with brand guidelines
		Adobe creative suite, including indesign, photoshop, premier, and illustrator
		Email marketing, including MailChimp and MailChimp integration, AB testing, segmenting, and automations
		PR, writing press releases, media contacts, etc.
		Prefer individual tasks
		Prefer whole projects
		Comfort level with public speaking, engaging with podcasts, representing Learning Matters in-person ie, interview students on a reel, video, etc.
		Google Workspace, primarily docs and sheets
		Answering the phone, speaking with clients
		Interacting with parents and caregivers
		Work in a team, collaborate
		Engage with social media profiles, help create content
		Conceptualize project, considering bigger picture
		Execute project under direction of others