

Senior Director of Advancement

March 30, 2023

Summary

The Rian Immigrant Center seeks a Senior Director of Advancement to manage, plan, and drive a comprehensive fundraising program with initiatives including the cultivation, solicitation, and stewardship of major gifts, corporate sponsorship, foundation funding, government grants, direct mail, and online appeals. The Senior Director of Advancement will lead a team of 3.5 full-time staff, serve on the leadership team, and work closely with board members and other external advisors.

The position is hybrid (both remote and in-office work), but candidates must live in the Boston area to travel to events and meetings. The ideal candidate is a result-driven development professional with proven experience in achieving fundraising goals and/or growing event revenues, with knowledge of the philanthropic environment.

Specific duties include:

Corporate Sponsorship and Major Gifts

- Manage a portfolio of individual major gift donors, and lead cultivation, solicitation, and stewardship efforts, in conjunction with the Executive Director.
- Networks and maintains relationships with funders, community partners, and local organizations
- Lead the systematic identification, cultivation, solicitation and stewardship of a robust portfolio of corporate and individual event sponsors, including work with board, event fundraising committee, and honorees to identify and cultivate new individual, corporate, and foundation donors.
- Oversee the use of a donor database, and maintain records of email, phone, and in-person donor communications.

Strategy and Leadership:

- Support the mission and values of Rian by demonstrating a commitment to social justice and equity; actively participating in Rian's efforts toward being an anti-racist organization; and value, promote, and integrate anti-racist ideas and policies into our work.
- Supervise Advancement team members including the Director of Foundation Relations, Communications Manager, Events Manager (open), and part-time Development Associate.
- Supervise staff in their individual deliverables, including operations, appeals and campaigns, special events, and foundation funding.
- Oversee external communications to build external visibility with funders and community partners.

- Participate in weekly Leadership meetings and contribute to the organization's direction, scope, and culture.
- Ensure operations best practices, including data-driven decision making, accurate and timely gift processing, donor contact, and regular reconciliation between Advancement and Finance teams.
- Fosters an environment of cohesiveness, collaboration and achievement and ensures staff accountability for excellence through clearly defined and measurable goals.
- Creates a safe space within the Advancement team that promotes respect for others and acceptance of alternative ideas and approaches, as well as the highest ethical standards and practices.
- Embraces diversity as a strategic advantage.
- Work with Program Directors to foster cross-department coordination and collaboration on donor engagement and communications.
- Work with the senior leadership team to develop, and drive a comprehensive fundraising plan to meet strategic organizational goals, and regularly monitor and report on progress.
- Facilitate quarterly Advancement review meetings.
- Lead the Advancement Committee of the Board of Directors.

Donor Event Management:

- Supervise staff in the planning and coordination of the center's annual *Solas Awards Gala*, which currently generates approximately 18% of overall annual revenue. Lead, plan, and ensure execution of logistics before, day-of, and post-event, including conducting post-event analysis, evaluations, and recommendations.
- Oversee communications with guests and sponsoring companies on visibility, event details, and payment logistics.
- Assist the Executive Director and staff in other programs, tasks, and events as needed.

Communications:

- Supervise Rian's communications team by providing support, including cross-team collaboration & supporting the creation of the end of year report.

Qualifications

- A commitment to the overall mission and values of the Rian Immigrant Center, previous experience working with immigrant communities a plus.
- Proven experience raising \$3-5 million in a fiscal year and/or leading a team that reached a goal of raising 3-5 million per year; including:
 - Experience in building and managing a portfolio of individual, corporate, and/or foundation donors.
 - Experience securing major gifts, as well as donor stewardship.

- Experience managing a marketing and communications strategy.
- Experience coordinating major fundraising events and communications.
- Proven track record of revenue growth and success adhering to budget and timeline expectations.
- Experience leading a team to achieve results through supportive and inspirational supervision of staff
- Excellent diplomacy, verbal and written communication skills, time management, and attention to detail.
- Willingness and ability to work occasional evenings.
- Proven relationship-building skills with a record of working effectively in collaborative and team-based settings.
- Ability to handle sensitive and confidential matters with the highest level of discretion.
- Proficient in Google Workspace, and fundraising database management.
- Highly developed verbal, written, organization and presentation skills, including proofreading and public speaking.

Status: Exempt employee position. Full time. Reports to: Executive Director

Salary Range: \$110,000-130,000 annually

How to Apply: Please send a cover letter and resume to career@riancenter.org

The Rian Immigrant Center is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender identity, sexual orientation, marital status, age, veteran status, or physical or mental disability.

Studies have shown that women, trans, non-binary folks, and BIPOC are less likely to apply for jobs unless they believe they meet every one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and are most interested in finding the best candidate for the job. That candidate may come from a background less traditional to our field of work, which is okay. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

About The Rian Immigrant Center:

The Rian Immigrant Center provides a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides immigration legal services, resource and support services and the educational support immigrants need to gain stability, security, and build pathways to success. In addition to our services, rooted in the Irish tradition of welcoming others and social justice, we help newcomers find community, and stand up for immigration policies that are humane and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. The Rian Immigrant Center was founded in 1989 by a group of immigrants, and



Creating pathways to new beginnings.

we have assisted over 40,000 immigrants make successful transitions to new beginnings in New England.

In addition to our services, rooted in the tradition of welcoming others and social justice, we help newcomers find community, and stand up for immigration policies that are humane and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Rian strives to intentionally create an environment for staff, individuals we serve and others, that fosters intercultural belonging, and is anti-racist and equitable. We are committed to valuing and promoting anti-racist ideas and policies.

Working at Rian

Our staff of thirty-plus immigration attorneys, social workers, educators, youth workers and others bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes health benefits, 20 vacation days, 14 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.