

JOB POSTING

Director of Development & Communications

Salary (Minimum - Maximum): \$85,000-114,000

Job Classification: Full-time, FLSA exempt position with benefits

Supervised by: Executive Director

Location: Hybrid in Greater Boston with local travel required. Some evenings and weekends required.

About the Organization: Asian Community Development Corporation (ACDC) invests in Asian American and low-income communities by creating and preserving affordable and vibrant neighborhoods in Chinatown and Greater Boston.

Position Summary

The Director of Development & Communications leads and manages all aspects of the organization's fundraising and communications strategies. This role is responsible for planning, implementing, and evaluating comprehensive fundraising and storytelling efforts that support the organization's mission, programs, and long-term sustainability.

The Director of Development & Communications oversees multiple revenue streams, which include individual giving, major gifts, foundations, corporations, events, and campaigns. They provide leadership to development staff and partners, work closely with executive leadership and the board of directors, and ensure that fundraising systems, processes, and metrics are in place to support growth.

The ideal candidate is a strategic, relationship-driven leader with strong communication skills, sound judgment, and the ability to inspire confidence among donors, staff, and volunteers.

Roles & Responsibilities

Fundraising Strategy, Leadership, and Execution

- Foster a strong internal culture of philanthropy across the organization.
- Develop and implement annual and long-term comprehensive fundraising strategies aligned with organizational goals, budgets, and priorities.
- Oversee the identification, cultivation, solicitation, and stewardship of donors.
- Personally manage a portfolio of key donors and prospects, as appropriate to organizational size and structure (50+, smaller number of high-level prospects).



- Develop and implement individualized donor engagement strategies, achieving an agreed-upon annual minimum of visits, virtual meetings, and phone/email communication visit contacts across the portfolio.
- Lead or support capacity campaign planning and execution with campaign consultants and committee members, when applicable.
- Oversee foundation, corporate and governmental relations to generate grant funding, event sponsorships, and other funding opportunities
- Supervise two to three full-time development and communications staff and relevant vendors or consultants.
- Ensure effective use of the donor database (CRM) to track prospects, donor engagement, and performance metrics.
- Establish and monitor key fundraising metrics, including donor retention, growth, and pipeline health.
- Oversee development operations to ensure timely gift processing, acknowledgment, and reporting.
- Perform other duties as assigned to support the success of the organization.

Communications

- Oversee content creation and distribution across ACDC's communications channels.
- Manage media relations by pitching stories, drafting and distributing press releases, and coordinating interviews.
- Represent the organization in donor engagements, events, and community settings, to strengthen the organization's philanthropic presence and reputation.

Board & Executive Partnership

- Partner closely with the Executive Director on fundraising strategy and donor engagement.
- Engage, train, and support board members and committees in fundraising and donor stewardship.
- Prepare fundraising reports and updates for monthly board meetings as needed.

Qualifications & Skills

- Bachelor's degree required; advanced degree preferred.
- 7+ years of progressive experience in fundraising, development, or related field.
- Demonstrated success securing major gifts and managing complex fundraising efforts.
- 5+ years of experience managing staff and/or leading teams.
- Strong strategic planning, organizational, and project management skills.
- Exceptional interpersonal and communication skills, both written and verbal.



- Proven ability to build and maintain productive relationships with donors, board members, and partners.
- Experience with donor databases (experience with Little Green Light a plus) and fundraising technology.
- Experience in supporting or leading a capital or capacity campaign a plus.
- Ability to work collaboratively across departments and independently when needed.
- Ability and willingness to travel (primarily within Greater Boston).
- Proficiency in Microsoft Office suite required; experience with Sharepoint a plus.
- Genuine appreciation of the organization's mission and the ability to communicate it authentically.

Benefits

- Medical/Dental/Vision insurance and flexible spending account.
- Paid time off: 15 vacation days per year, with an increase to 20 days after 3 years of service. 13 holidays plus the week between Christmas and New Year's, 6 sick days, and 2 personal days per year.
- 3% Employer contribution with 1% additional match in 401k for eligible employees.
- Optional flexible 4-day, 40-hour work week.

ACDC's Commitment to Diversity, Equity, Inclusion, and Belonging

We are actively interested in ensuring that ACDC represents a range of experiences and backgrounds. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, gender identity, sexual orientation, disability status, or any other characteristics protected by applicable law. AA/ EOE

Work Environment

ACDC requires all staff to be fully vaccinated for COVID-19. Masks are optional in the office. This position requires three days in the Boston Chinatown office until further notice. The office is climate-controlled with heat and air conditioning and has operable windows. Occasional evening or weekend work may be required. Option provided to work some days in ACDC's Downtown Malden office instead of Chinatown.

Application Instructions

Please submit your resume and cover letter, named accordingly, in a PDF or Word file format by [clicking here](#). You will enter your full name during the submission process. If you cannot upload your application materials, you can email them to angie.liou@asiancdc.org, Executive Director, and emily.ding@asiancdc.org, Director Operations & HR, with the subject line: Director of Development & Communications Application – *your First and Last name*. Please name your application files as *FirstName_LastName_Resume* and *FirstName_LastName_Cover_Letter*.