



Urban League of Eastern Massachusetts Director of Development

Organizational Overview

The mission of the Urban League of Eastern Massachusetts is to enable adults in Eastern MA to overcome racial, social barriers, economic inequities, sexual and domestic violence to employment and economic development opportunities. For 100 years, ULEM's programs and services have given hope to participants and made a lasting, impactful statement in the community. Focusing on this overarching goal leads us to provide opportunities for every person that walks through our door to realize economic empowerment through necessary and mid-level skills training, certifications, internships, and job placements. More information on ULEM is [here](#).

Position Overview:

The Director of Development (DoD) serves as a key senior leadership team member and an active strategic decision maker at Urban League. The DoD has an extraordinary opportunity to build the capacity of a dynamic organization as it delivers on its mission. The DoD will oversee all fundraising programs and communications activities. The DoD will create and implement a strategy to diversify Urban League's funding base, raise its profile in philanthropic communities, build a constituency of committed and informed supporters, and attract a sustainable funding base to help Urban League scale its impact and realize its strategic goals.

The DoD will work with the CEO, Board, and leadership team to create and implement a comprehensive development strategy to include individual giving, corporate giving, grants, and special events. The DoD will foster a culture of philanthropy throughout the organization and create a donor relations strategy that nurtures loyalty through a comprehensive relationship-building program including cultivation and communication of Urban League's mission, vision, and services. The DoD reports directly to the Chief Executive Officer (CEO) and will supervise contracted grant writing, events firms, and other external resources.

Responsibilities:

Leadership and Strategy

- Design and implement a comprehensive fundraising plan with specific and measurable revenue and non-revenue goals related to cultivating individual, corporate, foundation, event, and volunteer philanthropic support.



- Work closely with and assist the Board of Directors to take on a more active fundraising role and assist in the identification and recruitment of potential funders and donors.
- Manage the Board Development Committee and work closely with this committee to reach fundraising goals.
- Strategically “manage-up” to support CEO to cultivate and solicit major gifts and grants and steward high priority donor relationships.
- Oversee all development, marketing and office systems and procedures including timely and accurate tracking of all development information, donor personalized communications, and database files.
- Appropriately represent the organization, its Board and CEO to donors, prospects, development committee(s) members, and volunteers.
- Supervise and evaluate external resources including grant writing firm, special events firm, etc.
- Work collaboratively with media/communications consultants to develop messaging consistent with organizational strategic plan and fundraising plan.

Fund Development and Donor Management

- Expand and diversify Urban League’s donor base/pipeline and work closely with leadership to secure funding for new initiatives.
- Partner with the CEO and support Urban League’s work to grow and implement a major gifts program including identification, cultivation, moves management plans, and solicitation of a portfolio of major donors and funders.
- Manage and lead a comprehensive multi-channel annual giving program that includes leadership annual giving, direct mail, telephone, email, and social media communication and solicitation strategies focused on raising the annual budget.
- Oversee research of funding sources and service landscape to well-position Urban League.
- Oversee the creation and submission of high-quality grant proposals to foundations and corporations and maintain accountability standards to all funders.

Event Management

- Work with the CEO, Development Committee, and special event firms to design and implement effective event strategy and then lead and oversee all aspects of Urban League’s fundraising events.
- Manage all fundraising events including setting goals, developing action plans, managing, and engaging volunteers and overseeing execution of the events.
- Partner with Urban League’s closest champions to secure corporate gifts and sponsorships for Urban League events.

Systems

- Oversee database management system and protocols to ensure accurate and relevant data collection and reporting and utilize relevant metrics to track trends and areas of opportunity.
- Present to the Board proposed fiscal fundraising goals and monitor and report on the results at board meeting.

- Assure sound fiscal operation of development function including timely, accurate and comprehensive development of reports on contributions, income and expense budgets, plan monitoring and implementation.

Communications Management

- Collaborate with CEO and communications consultant to develop and execute Urban League's communications and marketing efforts to ensure that key messages are conveyed strategically to a range of audiences including individuals, corporate sponsors, foundation leaders, media sponsors, and government officials.
- Support Urban League's thought leadership efforts by identifying opportunities and audiences to promote organizational expertise and participation in external speaking engagement opportunities.

Attributes

- Ability to take initiative, construct, articulate, and implement short- and long-term strategic development plans.
- Excellent systems-building skills and entrepreneurial acumen.
- Demonstrated ability to lead and motivate in a creative and fast-paced environment.
- Outstanding oral and written communication skills.
- Demonstrated results-orientation with proven track record of development success.
- Effective planning, organizational, and time management skills and keen attention to detail.
- Commitment to social justice and cultural responsiveness.
- Ability to work both independently and as a team player who will productively engage with others at varying levels and backgrounds within and outside Urban League.

Qualifications

- Deep commitment to and belief in the mission, vision, and values of Urban League.
- Minimum of 3 years of professional fundraising or related experience.
- Demonstrated success in a development leadership role (managing and forging relationships with multiple funding sources).
- Experience in creating, presenting, and implementing fundraising strategic plans.
- Excellent interpersonal, oral, and written communication skills.
- Demonstrated ability to simultaneously manage multiple projects effectively and timely.
- Creative thinker with an ability to develop new fundraising ideas and strategies.
- Familiarity with client relationship management software and data management platforms.
- Proven proficiency with building and maintaining relationships with key stakeholders.

Compensation

The Urban League of Eastern Massachusetts offers a salary commensurate with relevant experience with the potential for an annual performance-based increase. The incoming salary range for this position is \$90,000-\$100,000 per year. New hires are typically brought into the organization at a salary closer to the start of the range depending on qualifications, internal equity, and the budgeted amount for the role. All staff are eligible for annual performance-based increases.

Benefits

The Urban League of Eastern Massachusetts offers comprehensive benefits including:

- Flexible Medical Health Plan, subsidizing most costs for the employee, their spouse/domestic partner, and children;
- Dental and vision plans;
- Disability benefits;
- Life insurance

Our Comment to Diversity, Equity, and Inclusion

The Urban League of Eastern Massachusetts (ULEM) is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ULEM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To Apply:

Submit cover letter and resume to Natalie Haywood nhaywood@ulem.org

Applications must be received by October 18, 2024