

How To Apply

To apply, please send a resume and cover letter to Renée Metelus at careers@found-in-translation.org by February 17, 2023.

Summary

The Development Director is responsible for the management, growth, and diversification of a multi-faceted and effective development program. In addition to being a strategic, creative and methodical thinker and fundraiser, the Development Director must be an adaptive and engaged project manager.

This is a full time, exempt position reporting to the Executive Director. The position is currently primarily remote due to the ongoing COVID-19 pandemic, though in-person work opportunities at our office in Dorchester are available for interested staff, and are occasionally required depending on position responsibilities. We will continue to monitor the virus to determine when it is safe to have all staff return to the office in some capacity, but will continue to support hybrid schedules. The work environment is a small, collaborative team that values a diversity of experience and background, and a strong commitment to racial and gender justice.

Salary Range

Starting salary range is \$89,440.00 – \$91,104 depending on experience.

Full salary range is \$89,440.00 – \$97,760.00 depending on performance.

Benefits

Competitive benefits package including generous time off (20 days per year of PTO and 20 paid holidays), 80% employer coverage of premiums on health insurance, dental & vision, 100% employer coverage of premiums on Short Term Disability & Life insurance, access to a 401(k), and more.

Position Duties

Sets the organization's development strategy, which includes grants, individual donors, events and corporate sponsorship revenue streams. Serves on the admin team with the Executive Director, Deputy Director, Program Director and Impact Director.

- Assess and implement existing annual fundraising strategy. Develop long term plan to further grow and diversify the organization's revenue streams over the next 2-3 years
 - *Grassroots & mid-level donors*: Leads individual campaign and appeal strategy. Oversees the growth of our individual donor base administratively through donation processing, communications for cultivation, solicitation, and stewardship. Oversees a strong and consistent acknowledgement system to ensure that donors are recognized in a timely manner for their support, and ongoing strategic engagement.

- *Major gifts*: Strengthens the organization's major gifts program, and serves as a relationship manager for this growing donor base. Leverages the Executive Director as needed for communications and strategy efforts.
- *Grants*: Supervise the work of the Grants Manager, who oversees the complete grant process, including grant research, writing and editing, submission and follow-up, award, processing, reporting and renewal. Support Grants Manager with individual foundation-level grant strategy as well as strategy for full grants calendar.
- *Corporate sponsorships*: Oversees corporate sponsorship strategy and logistics. Serves as primary liaison with corporate partners.
- *Events*: Leads the strategy and implementation of fundraising event planning, with support from Data and Development Assistant. Collaborates with the program team on fundraising activities that happen in conjunction with external events, and volunteer appreciation and stewardship efforts.
- Collaborate with the Deputy Director in setting annual revenue goals, providing regular revenue projection data and ensuring accurate reporting of income.
- Supervise Grants Manager and development contractors/consultants, and volunteers as necessary.
- Partner with the organization's Board of Directors and Executive Director to support their fundraising efforts. Guide and engage current and prior Board members in meaningful development opportunities and cultivate individual donor relationships.
- Collaborates with the Impact Director regarding the organization's external communications, impact reporting and storytelling efforts as well as developing strategies for development data and processes using Salesforce.
- Attends external functions and represents the organization externally. Strategically identifies staff (Executive Director, Impact Director etc) to participate in events for relationship building purposes as necessary.

Qualifications

Required:

- A genuine resonance with and commitment to our mission.
- 5+ years of nonprofit fundraising/development experience, preferably with significant major gift and foundation fundraising experience
- Proven track record of achieving revenue targets of over \$2 million annually
- Demonstrated ability to cultivate and steward new and existing donors and funders, as well as a proven commitment to relationship-focused fundraising principles
- Strong partnership-building and event planning skills
- Proven project management and leadership experience
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Comfort with GSuite and Microsoft Office, and prior experience with a donor database. Salesforce experience is a plus.

Preferred:

- Familiarity with the Greater Boston funding community and beyond
- Familiarity with corporate and government funding experience
- Experience with Salesforce.
- Experience seeking funding in any of the following areas: workforce development, economic mobility, women's empowerment, immigrants and refugees, or healthcare

Statistics show that women, LGBTQIA+, BIPOC as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. If this position excites you, Found in Translation encourages you to apply. No one ever meets 100% of the qualifications.

Found in Translation is an equal opportunity employer and is strongly committed to building and maintaining a culturally diverse workforce to represent the populations we serve. People of color, women, immigrants, people with disabilities and members of the LGBTQIA+ community are strongly encouraged to apply.