



Boston Society for Architecture  
290 Congress Street, Suite 200  
Boston, MA 02210-1024

P: 617-391-4000  
F: 617-951-0845  
architects.org

## **Development Manager**

The Boston Society for Architecture (BSA) seeks a self-starting, creative, and detail-oriented individual to manage prospective donor relationships, plan and execute direct mail and email appeals, and execute development operations for the BSA as its development manager (DM).

The BSA is embarking upon an exciting new five-year vision that harnesses its vast community of architects and allied professionals to address two of the most pressing issues facing Greater Boston and beyond—climate change and systemic inequity. In addition to the BSA's programmatic agenda, its development efforts are entering an ambitious new phase of growth, seizing emerging funding opportunities across all constituencies (including individual members and friends, corporations, and foundations). The position represents an exciting opportunity for someone looking to hone key fundraising skills and help guide the trajectory of a burgeoning development program.

Reporting to the development director, the DM serves as both a key collaborator and doer. They are empowered to operate with a high level of efficiency and independence, while regularly working with teams and colleagues. The DM must be able to interact with staff, current and prospective donors, members, and partners at all levels with confidence and professionalism. Individuals at all stages of their career are encouraged to apply, from seasoned professionals looking to take on a new challenge to those with a strong penchant for development who are eager to learn while doing.

### **Key Responsibilities:**

#### **Prospect and Proposal Management**

- Manage a portfolio of approximately 50 leadership-level (\$1,000+) active and discovery prospects, serving as a conduit between them and the mission work of the organization, with the aim of developing substantive, two-way relationships.
- Track key dates for the entire team, helping ensure timely submissions of LOI's, proposals, and reports, and cultivation and stewardship touchpoints throughout the donor lifecycle.
- Write, prepare, and submit proposals, applications, stewardship reports.

#### **Appeal/Renewal Management**

- Track annual donor acquisition and retention rates across multiple constituencies and collaborate with the development director and membership manager to set appeal, renewal, and pledge-fulfillment strategies to maximize results.
- Create content and execute logistics for direct-mail, email appeals, pledge reminders, and additional stewardship functions, including the management of mailing/distribution lists.
- Make personal outreach and follow up, beyond assigned portfolio, as needed.

#### **Development Operations**

- Track and enter all donations and send acknowledgement letters, and receipts, in a timely, personalized, and accurate fashion, ensuring proper record- and book-keeping practices.
- Conduct prospect research; prepare profiles; and assist in the ranking of prospects.



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- Serve as the development team's primary point person on data support, working with other BSA Staff to ensure proper entry of solicitation and stewardship activity, contact reports, demographics and contact information are up-to-date and accurate.
- Serve as the development team's primary point person on managing inbound email and phone inquiries, triaging and elevating questions and comments as needed.

As with all BSA staff, assist with the daily operations and management of a membership and public-facing organization.

**Ideal Candidates Will Have:**

- Bachelor's degree, or equivalent experience and at least three years of professional experience.
- Interest in the built environment and commitment to addressing issues of climate change and systemic inequality.
- Keen interest in broad aspects of development work.
- An unapologetic approach to fostering a culture of philanthropic investment in the BSA and a comfort with making asks and undertaking following up.
- Facility for databases and working with spreadsheets.
- An eye for detail and penchant for accuracy.
- Outstanding interpersonal and customer service skills.
- Excellent written and verbal communication.
- A natural curiosity and proactive problem-solver.
- A gracious, collaborative utility player.

**Salary Range:** \$60,000 to \$70,000

The BSA offers a full benefits package that includes: paid time off; medical/dental/vision insurance; 100% employer-paid life and disability insurance; 401(K) retirement; professional development funding; and charitable contribution match.

**How to Apply:** Please send a cover letter and resume to [jobs@architects.org](mailto:jobs@architects.org) and include "Development Manager" in the subject line.

The BSA is passionate about fostering an inclusive and respectful work environment and values diversity in all its forms. Applicants of all race, color, religion, sex, gender identity and/or expression, sexual orientation, education, national origin, marital status, genetics, disability, age, veteran status and diverse backgrounds are encouraged to apply. Candidates must be authorized to work in the United States.

**About the Boston Society for Architecture**

The Boston Society for Architecture (BSA) is a partnership between the Boston Society of Architects (BSA/AIA) and the BSA Foundation (Foundation). As a member-led association, the BSA



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is one of the oldest and largest chapters of the American Institute of Architects (AIA) in the United States. Comprised of world-renowned architects, designers, engineers, builders, and other industry professionals, the BSA benefits from a committed membership who are some of the leading thinkers and innovators in professional practice today. The BSA serves as a convener, advocate, and partner to ensure that the power of design is fully understood, valued, and leveraged as an essential tool in ensuring Greater Boston is a beacon for equity and climate adaption and environmental stewardship.