



**Position Title:** Director of Advancement  
**Reports To:** Executive Director  
**Location:** Nubian Square, Boston, MA (Hybrid)

### **ABOUT BOSTON EDUCATION FUND (BEDF)**

Boston Education Fund (BEDF) is committed to advancing educational equity and opportunities for Boston Public Schools (BPS) students and educators. As the nonprofit partner of BPS, we amplify community resources to invest in innovation, enrichment, and equitable opportunities for all. BEDF engages donors, partners, and the broader community to support initiatives that dismantle barriers to student success and empower BPS students to reach their full potential.

### **POSITION SUMMARY**

The Director of Advancement is a strategic and visionary leader overseeing, proactively planning, and successfully executing BEDF's fundraising and development initiatives. This role is key to advancing BEDF's mission and shaping a development strategy rooted in equity, transparency, and trust—ensuring that our growth reflects our values and serves the communities we're accountable to. A central focus of this role is leading the **EdQuity Boston - \$10M Voices of EdQuity fundraising campaign**, an ambitious and transformative effort to advance educational equity across Boston Public Schools.

As a key member of BEDF's leadership team, the Director of Development will report to the Executive Director and play a critical role in **establishing and expanding the Development Team**. This is a pivotal moment in BEDF's growth, and the Director will help shape the team's vision, build its capacity, and ensure its alignment with BEDF's broader strategic goals.

This role involves creating and executing comprehensive fundraising strategies, cultivating donor relationships, managing development operations, and inspiring engagement with BEDF's mission through community events. The ideal candidate will be passionate about educational equity, possess proven expertise in major fundraising campaigns, and excel at engaging diverse stakeholders, including BEDF staff and Board of Directors.

### **KEY RESPONSIBILITIES**

#### **Fundraising Strategy and EdQuity Campaign Leadership**

- Lead the **EdQuity Boston - \$10M Voices of EdQuity fundraising campaign**, developing and executing a robust strategy to meet and exceed campaign goals.
- Collaborate with the Executive Director and campaign committees to drive the campaign's success, including setting and monitoring benchmarks, identifying prospects, and securing transformative gifts.
- Oversee donor cultivation and stewardship efforts specific to the campaign, ensuring an exceptional donor experience.
- Develop compelling messaging and materials (campaign-wide and detailed for donor priorities) to communicate the campaign's impact, in partnership with marketing and communications teams.

- Lead and oversee the full grant lifecycle, including identifying opportunities, writing compelling proposals and concept notes, ensuring timely submissions, and managing and executing reporting in alignment with funder guidelines.

### **Development Team Creation and Leadership**

- Serve as a founding member of BEDF's Development Team, providing strategic leadership in designing and **building the team's structure, capacity, and processes**.
- Collaborate with the Executive Director to identify and recruit additional team members, ensuring alignment with organizational goals.
- Mentor and supervise development staff, fostering a culture of care, respect, accountability, collaboration, innovation, and excellence.

### **General Fundraising and Development**

- Design and implement a comprehensive fundraising strategy that supports BEDF's broader mission and growth objectives.
- Expand and deepen individual, corporate, foundation, and event-based giving to achieve annual revenue targets.
- Develop and manage a portfolio of major donors and prospects, employing moves management principles to cultivate and steward relationships effectively.

### **Development Operations**

- Oversee grant writing and reporting, including drafting, reviewing, and submitting proposals, and ensure detailed reports are submitted on time to align with funder priorities and guidelines.
- Lead the planning, execution, and evaluation of key fundraising events, including campaign-specific events, in collaboration with BEDF staff and volunteers.
- Manage and build upon existing donor databases and reporting systems to ensure accurate tracking and analysis of fundraising activities.

### **Stakeholder Engagement and Stewardship**

- Cultivate relationships with individual donors, corporate partners, and foundations to foster long-term support.
- Partner with the BEDF Board of Directors to support and strengthen their engagement in fundraising efforts, including helping members work toward fulfilling their give/get commitments.
- Represent BEDF at community events and meetings to elevate the organization's visibility and partnerships.
- Collaborate with communications staff to leverage storytelling and narrative strategy in donor materials and campaigns.

### **Key Competencies**

- A commitment to BEDF's mission and values, with a strong understanding of educational equity and social justice.
- At least 5 years of experience in nonprofit development, including major gift cultivation, campaign management, and donor stewardship.

- Demonstrated cultural competency and ability to engage with donors and partners across diverse communities, particularly those served by BPS.
- Proven track record of meeting or exceeding ambitious fundraising goals, including experience with capital or large-scale campaigns.
- Demonstrated ability to **build and lead teams**, focusing on creating a cohesive and high-performing development program.
- Strong relationship-building skills with diverse stakeholders, including donors, board members, and community leaders.
- Excellent verbal and written communication skills, with experience crafting compelling appeals, proposals, and campaign materials.
- Proficiency in donor database management (e.g., Salesforce, Bloomerang, or similar) and data analysis to inform decision-making.
- Exceptional organizational skills, with the ability to manage multiple priorities and deadlines.

#### **Preferred Skills**

- Strong familiarity with and established relationships within Boston's and the national philanthropic and educational landscape.
- Experience in successfully planning and executing large-scale fundraising campaigns and events.
- Knowledge of trends in philanthropy and development best practices.

#### **Compensation and Benefits**

Compensation will be commensurate with experience and is anticipated to be in the \$90-\$120K range annually. BEDF offers an attractive benefits package including generous health, dental, vision, and life insurance; a strong retirement savings program; 12 holidays and winter break in addition to vacation/responsibly managed unlimited sick time/5 personal days, and a parental leave policy. BEDF has a flexible hybrid working environment, rooted in trust and responsibility, with a central office in Roxbury, MA.

#### **Equal Opportunity Statement**

BEDF is an equal opportunity employer and does not discriminate against any employee or applicant because of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We encourage anyone for whom this overview resonates to apply.

#### **To Apply**

If you're a collaborative leader who thrives on building relationships, shaping strategy, and championing community-led transformation, we'd love to hear from you. Please submit your resume and cover letter to [jobs@bedf.org](mailto:jobs@bedf.org). Applications will be reviewed on a rolling basis with a deadline of 08/31/25.