



**East Boston  
Social Centers**

When all give, all gain. | EST. 1918

## **Job Opening Director of Development**

**New hires receive a sign-on bonus of \$500 (after taxes) in their first paycheck and an additional \$1500 when they complete 6 months of employment**

East Boston Social Centers is a multi-service agency and community center that cultivates community, belonging, and joy. Founded in 1918 to welcome and support immigrant families, East Boston Social Centers continues to proudly embrace “welcome” in all we do. Our core services range across educational, social, and recreational programs to support the diverse community of East Boston and our neighbors of all ages. For over a century, our programs and services have welcomed neighbors of all ages, interests, and backgrounds through our doors. Each year, we provide direct programming for 3,000+ children, teens, and adults.

"When all give, all gain." This is so much more than a motto at East Boston Social Centers. We seek to ensure all have an opportunity to give and to gain, and recognize the critical importance of being a diverse, equitable, and inclusive workplace and organization, where all belong. We actively seek and encourage a diverse and inclusive workforce that is reflective of our communities. We are strengthened by this vitality and wealth of life experiences. If you are encouraged by an opportunity to do your best work in an environment where your contributions are valued, come join us.

Reporting to the Executive Director, the Director of Development exudes a passionate commitment to the East Boston Social Centers and its mission, compellingly telling its story and history that is imbued with joy and service to community. S/he is responsible for overseeing and leading the Social Centers' fundraising efforts and achieving or exceeding the fundraising revenue goals using the following methods including, but not limited to special events, individual giving, major gifts, and corporate and foundation grants; establishing and ensuring coordinated and consistent media and public relations, marketing, and brand management; and department, people and budget management. The Director of Development is a member of the Executive team.

### **Primary Responsibilities**

#### **Fundraising Operations**

- Working with the Executive Director, the Board of Directors, and the Development staff, oversees all fundraising operations including major gifts, special events, individual giving, and corporate and foundation grants.
- Develops strategy, manages prospects, may occasionally write grants, and directs the cultivation and solicitation of major donors.
- Ensures all Special Events are designed, developed and implemented to be memorable events with the highest quality, fully utilizing Event Chairs and volunteers, minimizing costs and meeting or exceeding the fundraising revenue goal.
- Oversees individual gift giving, enhancing and strengthening current individual donor relationships with a focus on engagement and retention, and developing opportunities for outreach to new donor prospects through direct cultivation, solicitation, direct mail, and newsletters which meet or exceed the fundraising revenue goal.
- Builds and executes a robust planned giving program and a major gifts program.
- Supervises Senior Grant Manager and development of grant requests and response to requests for proposals to secure grants from corporations and foundations.

- Supervises Development Generalist and the capture and tracking of data on donor giving and contact, grant submissions and reporting, and other pertinent information.

#### Communications

- Supervises Communications and Marketing Coordinator and all aspects of the Social Centers' communications including public and media relations, the web site, newsletters, and collateral materials.
- Ensures that the organization maintains a consistent and readily recognizable public face through brand management.
- Oversees all marketing and communications activities.
- Serves as the alternate to the Executive Director as the spokesperson for the Social Centers with the media.

#### Resource Management

- Interviews and hires all Development staff in compliance with the Social Centers' requirements.
- Ensures Development staff is onboarded and trained.
- Manages the Development staff's performance and professional growth through regular employee meetings and interactions and by establishing annual goals and conducting timely performance assessments and evaluations.
- Serves as a role model for the Development staff by maintaining high personal standards regarding timeliness, integrity, attendance, work ethic, interfacing with staff and complying with the Social Centers' policies and practices.
- Annually develops and routinely ensures adherence to the Development budget in cooperation with the Executive Director and the Chief Financial Officer by using the most cost-effective methods and approaches.
- Ensures accurate and timely gift processing in conjunction with financial guidelines and ensures the accurate and timely acknowledgement of donors.

#### Other

- Works closely with other senior managers to ensure the effective interaction of department operations with other functional areas.
- Performs all other related duties and responsibilities as assigned.

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work effectively with donors, employees, volunteers, vendors, and clients of diverse cultural and ethnic backgrounds.
- Demonstrated ability to identify, cultivate and solicit prospective donors.
- Commitment to ensuring a diverse, inclusive, welcoming environment and organization for all.
- Ability to effectively communicate in written, verbal, presentation and listening formats within a multi-cultural environment.
- Strong and demonstrated knowledge of fundraising activities and approaches.
- Strong knowledge about communications, marketing, and brand management.
- Strong knowledge of Raiser's Edge, Blackbaud or comparable fundraising/donor management software
- Demonstrated ability to plan, organize, influence and control functional operations.
- Ability to work cooperatively with other departments to meet functional responsibilities.
- This role requires four days in person to start, and significant time in person in general. There will be some opportunity for work from home.

- Ability to work evenings is sometimes required, with the occasional weekend.
- Bilingual in Spanish a plus

**Education/Experience**

Bachelor's degree in Business Administration, Marketing, Communications, or another relevant field and a minimum of 7+ years of progressive related experience including team supervision and exposure to all aspects of development and fundraising or an equivalent combination of prior education and experience.

**Supervisory Responsibilities**

Supervise a Development staff of (currently) three: a Senior Grants Manager, a Development Generalist, and a Communications and Marketing Coordinator.

**Compensation and Benefits**

Target hiring range is \$110,000 to \$125,000 depending on education and experience. We offer comprehensive benefits including health and dental insurance, 403b retirement plan, 12 paid holidays, PTO (vacation, sick and personal days), Life/Short/long-term disability, childcare assistance, and more. The Social Centers has a family environment and embodies our motto "when all give, all gain."

**To Apply:**

Please send cover letter and resume to [fritzau@ebsoc.org](mailto:fritzau@ebsoc.org).

*East Boston Social Centers provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*