



Position Title: Director of Development

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 Development is a strategic and visionary leader overseeing, proactively planning, and successfully executing BEDF's fundraising and development initiatives. This role is critical to advancing our mission and positioning BEDF for sustained growth, success, and long-term sustainability. 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 our 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 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 to communicate the campaign's impact, in partnership with marketing and communications teams.

Development Team Creation and Leadership

- Serve as a founding member of BEDF's Development Team, providing strategic leadership in **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 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 individual, corporate, foundation, and event-based giving to achieve annual revenue targets.
- 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 and execution of key fundraising events, including campaign-specific events, in collaboration with BEDF staff and volunteers.
- Manage 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 maximize their fundraising potential, ensuring all members meet give/get expectations.
- Represent BEDF at community events and meetings to elevate the organization's visibility and partnerships.

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.



- 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 function.
- 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 philanthropic and educational landscape.
- Experience 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-\$110K 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/sick/personal days, and a parental leave policy. BEDF has a flexible hybrid working environment 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

Please submit your resume and cover letter to jobs@bedf.org. Applications will be reviewed on a rolling basis with a deadline of 02/14/25.