DIRECTOR OF DEVELOPMENT

The Neighbors Fund (formerly the Needy Fund) is seeking an experienced, relationship-driven Director of Development to lead, maintain, and grow our fundraising program and oversee communications that build awareness, engagement, and philanthropic support.

For 90 years, the Neighbors Fund has helped year-round residents of Cape Cod and the Islands facing financial hardship meet essential needs and regain stability. The Director will build on a strong base of loyal donors while expanding major giving, developing new philanthropic relationships, strengthening donor engagement, and ensuring that the Neighbors Fund's story and impact are communicated effectively throughout the community.

Working closely with the Executive Director and Board of Directors, this is a hands-on role for a people-person and strong communicator who enjoys building relationships, is comfortable making the ask, and understands the importance of community connections. Knowledge of and connection to Cape Cod and the Islands is highly valued.

Key Responsibilities

Fundraising Strategy & Revenue Leadership

- Develop and execute an annual fundraising plan with clear revenue goals and measures of success.
- Lead a diversified fundraising program across individual giving, corporate support and sponsorships, planned giving, annual appeals, and special campaigns.
- Monitor fundraising performance and adjust strategies to achieve annual goals.

Major Gifts & Donor Relations

- Build and lead a strong major gifts program, personally cultivating, soliciting, and stewarding major donors and prospects.
- Manage a portfolio of key donors and prospects and develop individualized strategies to deepen engagement and increase giving.
- Strengthen donor retention, reactivate lapsed donors, acquire new donors, and identify opportunities to move donors to higher levels of support.

Appeals, Campaigns & Corporate Partnerships

- Lead 2 annual appeals, special appeals, planned giving, and fundraising campaigns.
- Build and steward corporate and business relationships, sponsorships, and other philanthropic partnerships.
- Identify new philanthropic opportunities that expand and diversify contributed revenue.
- Coordinate with the organization's grant lead so institutional fundraising and broader development strategy remain aligned; grant writing and grant administration are not responsibilities of this position.

Communications & Community Engagement

- Working with the Social Media vendor and ED, lead communications and storytelling that strengthen fundraising, donor engagement, and community awareness.
- Oversee donor communications, appeals, newsletters, website content, email, social media, media relations, and other print and digital communications.
- Ensure the Neighbors Fund's voice, stories, and impact are communicated consistently and compellingly while protecting client dignity and confidentiality.
- Represent the Neighbors Fund at donor meetings, community events, presentations, and other external engagements throughout Cape Cod and the Islands.

Development Operations & Board Partnership

- Partner closely with the Executive Director on fundraising strategy, major donor relationships, and solicitations.
- Engage and support Board members in donor cultivation, fundraising, and stewardship.
- Use the donor database, pipeline management, and fundraising metrics to guide strategy and measure results.
- Lead development and communications staff and manage consultants and vendors as appropriate.
- Ensure strong systems for gift processing, acknowledgments, donor stewardship, reporting, and data integrity.

Qualifications

- 7+ years of progressive experience ideally in fundraising or development, however transferable skills from sales, marketing, corporate impact and similar positions will also be considered.
- Experience with demonstrated success securing significant gifts is desired.
- Proven experience and comfort level working with high-net worth individuals
- Excellent writing, storytelling, interpersonal, and verbal communication skills.
- Experience developing targeted communications across print and digital channels.
- Strong organizational skills and the ability to be both strategic and hands-on.
- Experience with donor/customer databases; Little Green Light experience is a plus.
- Experience supervising staff, consultants, and vendors.
- Knowledge of Cape Cod and the Islands and established community and/or philanthropic relationships is strongly preferred.
- Genuine commitment to the mission of the Neighbors Fund and the communities we serve.

Compensation & Work Environment

- 4-day work week/32 hours per week; exempt position.
- Salary $80,000 annually
- Benefits include employer-supported medical and dental insurance, a 3% employer 401(k) contribution, generous paid time off, and a flexible work schedule.
- On-site, community-facing position based on Cape Cod, with a minimum of three days per week in the office. The Director is expected to be actively engaged throughout the community with donors, businesses, and partners across Cape Cod and the Islands.
- Some hybrid flexibility may be available; this is not a fully remote position. Rare evening/weekend availability and regional travel are required.
- Anticipated start date: November 2026.

Send Resume and Cover Letter to: executivedirector@neighborsfund.org