



Title: Development Director, Part-Time

Compensation: \$37.50/hour

Location: Gloucester, MA (Hybrid)

Hours: 20 hrs/week, Flexible

Start Date: June 2025

Apply by April 25th

TownGreen's mission is to prepare Cape Ann residents for the impacts of climate change. Our work includes climate resilience working groups, community engagement programs, webinars, field trips, participatory science programs, and a youth climate leadership program for high school students. As our **Development Director**, you'll manage and direct TownGreen's fundraising efforts while supporting innovative regional programs. You will be an essential team member in a leadership position. We're poised for growth this year and want you to be the catalyst to help us secure the funding opportunities needed to sustain our programs and build climate resilience on Cape Ann.

Why TownGreen?

TownGreen, Inc. is a 501(c)(3) nonprofit organization based in Gloucester, MA. We assist the greater Cape Ann region, municipalities, and community members, to be better prepared for the impacts of climate change. The organization is regional, including Gloucester, Rockport, Essex, and Manchester-by-the-Sea.

We think that you'll love this role

You'll work alongside a stellar team of nonprofit and climate professionals who are kind and dedicated to making sure that Cape Ann is prepared for the climate changes to come. As Development Director, you will lead fundraising strategies that tell our climate story to help donors, corporate sponsors, and community members understand how TownGreen is making an impact. In this key position, you'll be responsible for:

- Working with the Executive Director to plan strategies
- Developing and implementing annual appeal campaigns that showcase TownGreen's ongoing work to strengthen the region's climate resilience
- Writing grant proposals and managing grant responsibilities
- Cultivating relationships with donors
- Supporting foundation and grantor relationships
- Growing our corporate sponsorship program
- Collaborating with marketing and social media initiatives
- Managing the donor database
- Reporting on fundraising progress to the Board
- Organizing small fundraising events



- Performing other duties as assigned to support development and fundraising efforts

Do you have these qualifications?

- Minimum of 2 years of experience in nonprofit fundraising and development management
- Success with grant writing, donor cultivation, and event planning
- Strong communication, writing, and relationship-building skills
- Proficiency with donor management systems (we use Givebutter)
- Comfortable working both independently and collaboratively
- Canva, MailChimp, and Google Workspace experience a plus
- Genuine interest and excitement for TownGreen's mission and programs

Why Join TownGreen?

- Be part of a growing nonprofit making a real impact
- Flexible work schedule with hybrid options
- Opportunity to shape the future of climate resilience on Cape Ann
- Working with others who care about this work

Interested?

Please send your resume, brief cover letter (telling us a story about your experience), and writing sample to maureen@towngreen2025.org. Applications will be reviewed on a rolling basis. We will get back to you!