



BOSTON WOMEN'S FUND

Vice President of Development

Location: Boston, MA (Hybrid)

Reports to: Executive Director

Supervises: Development & Communications Team

About Boston Women's Fund:

The Boston Women's Fund (BWF) is a progressive intermediary organization committed to advancing social justice and gender equity through grantmaking, advocacy, and community engagement. Founded in 1984 by a group of activist women, BWF envisions a world where power, opportunity, and access exist for all, regardless of gender identity or expression. We advocate for and invest in women, girls, trans, nonbinary, and all people experiencing gender-based oppression who are leading grassroots, community-based solutions to systemic inequality at the intersections of racial, gender, social, and economic justice.

BWF is grounded in values that reflect a participatory, transparent, trust-based approach to philanthropy with a commitment to "do nothing about us without us." We believe that those most proximate to issues of injustice know what is best for them and are best positioned to lead us toward healing and collective liberation.

Commitment to Racial Equity, Inclusion, and Belonging:

Statistics show that women, LGBTQIA+, BIPOC, and other structurally marginalized groups often apply to leadership roles only if they meet 100% of the qualifications. If this position excites you, we encourage you to apply—no one ever meets 100% of the qualifications! BWF is committed to building and maintaining a diverse community. We strongly encourage people from the communities we work with to apply, especially: people of color; people with disabilities; Native American and Indigenous people; lesbian, gay, bisexual, queer, and trans-identified individuals; immigrants and refugees; and those across the gender spectrum, including genderqueer, transfeminine, nonbinary, and gender-nonconforming individuals.

Position Overview:

The Vice President of Development will drive BWF's fundraising and communications strategies as a key member of the Leadership Team. This role will lead, manage, and implement initiatives that cultivate donors, manage communications, and develop staff. The VP will oversee development operations, lead campaigns, and enhance BWF's visibility and influence by raising \$3M+ annually.

Primary Responsibilities:

1. Fundraising Strategy
 - Lead the design and execution of a comprehensive 3-5 year fundraising strategy, including capital campaigns, to raise \$3M+ annually.
 - Build systems for tracking, cultivating, and retaining donors, ensuring excellent stewardship at all levels.
 - Collaborate with the Executive Director and Board of Directors to strengthen their involvement in fundraising and governance.
2. Donor Cultivation and Relationship Management
 - Cultivate, solicit, and steward relationships with major donors, foundations, and corporate partners.
 - Lead donor networking and cultivation events, enhancing BWF's external presence and engagement.
 - Oversee systems for donor engagement, tracking, and reporting through a CRM database.
3. Development communications
 - Oversee the development and implementation of a comprehensive donor communications strategy to enhance BWF's public profile.
 - Collaborate with the Senior Director of Communications in building strong external communications, including PR, social media, marketing materials, and donor communications.
 - Ensure messaging aligns with BWF's values and mission, focusing on racial, economic, gender, and social justice.
4. Team and Board Leadership
 - Manage and mentor the Development and Communications team, providing leadership and professional development opportunities.
 - Work collaboratively with the Board of Directors to activate their fundraising efforts and engagement.
 - Manage external fundraising consultants and other key partners to deliver on campaign and operational goals.

5. Operations

- Provide regular reports to the Executive Director and Board on progress against fundraising and communications goals.

Qualifications:

- Experience in Fundraising Leadership: Minimum of 5-10 years of progressive experience in development or fundraising roles with demonstrated success in managing campaigns, major gifts, and building donor relationships.
- Proven Fundraising Expertise: Track record of raising \$3M+ annually, with experience managing donor databases and CRM systems. Specific experience with E-Tapestry and Classy a plus.
- Strategic Development Planning: Ability to design and execute long-term fundraising and communications strategies that align with organizational goals.
- Leadership and Communication Skills: Experience leading teams, collaborating with board members, and building strong relationships with donors.
- Ability to juggle multiple priorities and manage a variety of projects at the same time.
- Commitment to Equity: A deep commitment to advancing racial, gender, and economic justice, with experience working with diverse communities.

Preferred Experience:

- Experience working in the philanthropy, nonprofit, or social justice sectors

Compensation: Salary range 120k-150k

BWF offers a competitive salary, unlimited PTO and benefits package.

To Apply:

Please submit your resume and a cover letter to opportunities@Bostonwomensfund.org.

Applications are reviewed on a rolling basis.

Social Media Post for VP of Development:

Job Opportunity: Vice President of Development at Boston Women's Fund

We're seeking a dynamic leader to drive BWF's fundraising strategy! As VP of Development, you will play a crucial role in advancing our mission of racial and gender equity through donor cultivation, strategic donor communications, and major fundraising initiatives.

Key Responsibilities:

- Lead a 3-5 year fundraising strategy, including a campaign.
- Raise \$3M+ annually through donor cultivation, solicitation, and stewardship.
- Oversee donor communications strategies to grow philanthropic revenue
- Collaborate with our Board and Executive Director to drive fundraising efforts.
- Manage a dedicated team and external consultants.

To Apply:

Please submit your resume and a cover letter to opportunities@Bostonwomensfund.org. In your cover letter, tell us about your leadership philosophy and how your experience aligns with the mission of the Boston Women's Fund.