



Position Title: Director of Development
Reports To: Executive Director

Hours: 40
Benefits: Full

Position Summary

Position Overview

Reporting directly to the Executive Director, the Director of Development will partner with the Executive Director, the Board of Directors and other development staff (who are direct reports) to create and execute a comprehensive fundraising program for the organization. The Director of Development will cultivate, solicit and engage foundations, government agencies and individual donors as well as manage fundraising events.

Agency & Program Background

Project Hope works in partnership with families so they can move up and out of poverty. We do this by being a catalyst for change in the lives of families and in the systems that keep them poor; developing and providing family support solutions for homelessness and poverty; and advocating for just public policies that strengthen families.

Located in Boston's Dudley Street neighborhood, Project Hope is at the forefront of efforts in the city to move families beyond homelessness and poverty. It was founded in 1981 by the Little Sisters of the Assumption who first settled in the Dudley area in 1947 to live and work with the neighborhood families. In the 1980s when family homelessness became a crisis in Boston and the state, the Sisters opened their doors and welcomed families to stay with them, and Project Hope was launched. Once best known as a family shelter, today Project Hope offers an array of services to assist families – especially low-income single mothers – in gaining the resources and skills to overcome their impoverished circumstances.

In 2006, Project Hope opened an attractive Community Building on Dudley Street – the first LEED Silver certified, earth-friendly building in Roxbury – to serve as its headquarters and a neighborhood center for job training, adult education, housing counseling, community empowerment, and more. Just a few blocks away, the original site remains home to the family shelter and child care center.

Responsibilities

- Manage and execute the organization's individual giving program inclusive of developing an annual fundraising calendar, targeting outreach, prospecting for major donors, writing appeal letters, and partnering with the board and the Executive Director to secure gifts and steward long-term relationships
- Oversee the grant writing and submission process, ensuring that grant research is conducted to expand prospects, competitive grants are submitted and awarded by private foundations and government entities, reporting is completed in a timely and effective manner and strong and mutually supportive relationships are formed and stewarded with grantors

- Design, supervise and provide support for several fundraising events each year by developing program content, soliciting financial support, managing logistics and vendor relations and meeting targeted fundraising expectations for each event
- Work collaboratively with the Executive Director to expand corporate partnerships, ensuring that donors' goals are aligned with the organization's needs
- Staff the Development Committee of the Board of Directors, who help create and execute the fundraising program to ensure that the organization achieves its annual goals
- Supervise and motivate development staff and contractors, providing leadership, direction, praise and constructive feedback
- Serve as a proactive member of the organization's senior leadership team, helping to ensure alignment between program goals, financial realities and fundraising capacity

Qualifications:

- An energetic approach to build, engage and sustain a comprehensive development program that utilizes diverse strategies, well-designed materials and engaging activities
- Ability to work in partnership with a diverse team, including the Executive Director, board and staff, to collaboratively achieve aggressive fundraising goals
- Experience partnering with and activating board committees, particularly a development committee
- Comfort with and a practiced approach to soliciting major gifts from individuals
- Ability to conduct grant research and collaborate with internal teams to write and submit exceptional grant applications, steward grantor relationships and manage grant reporting in a timely and accurate manner
- A demonstrated commitment to the community served by the organization (predominately low-income, racially and ethnically diverse populations) and a belief that diverse opinions and perspectives produce greater results
- Self-motivated and highly organized, with the ability to work well under pressure as part of a diverse team
- At least 5 years of experience as a multi-faceted fundraiser for a nonprofit
- Excellent English written and verbal communication skills
- Knowledge of and experience with fundraising databases would be beneficial

Education Requirements:

- Bachelor's required; Master's preferred

Contact:

Please submit cover letter, including salary requirements, resume and writing sample to:

pcomfrey@prohope.org.