



Position: Director of Development

Program: Administrative Office

100A Warren Street

Roxbury, MA 02119

Roxbury Youthworks, Inc. (RYI) is a community-based nonprofit organization. Our mission is to create healthy families and strong communities; to inspire young men and women to recognize and develop their strengths; and to prepare them to lead independent and self-sufficient lives. RYI serves youth ages 12-22 that are involved with the Department of Youth Services (DYS) and/or the Department of Children and Families (DCF). Each year we work directly with approximately 200 young men and women and facilitate services for another 200 youth/families.

The Roxbury Youthworks Director of Development plans and implements all phases of fundraising. This position works closely with the Board of Directors, all staff, community partners and key stakeholders to identify and cultivate prospective donors and solicit major gifts. The Development Director has responsibility for initiating and managing individual, corporate and foundation requests and for organizing and implementing Special Events.

In partnership with the Executive Director, the Director of Development represents the agency at major events and speaks on behalf of Roxbury Youthworks. Marketing is a significant aspect of this position as the Director of Development is responsible for developing content for and maintaining the agency's website.

The successful candidate will demonstrate a strong commitment to the agency's mission. The candidate will have a full understanding, sensitivity and appreciation for the services provided by Roxbury Youthworks.

This position is a direct report to the Executive Director.

RESPONSIBILITIES:

- Plan, lead and direct all development and fundraising programs to achieve yearly established revenue goals for the agency's operations.
- Develop a yearly strategic fundraising plan and present to the Board of Directors.
- Build awareness and philanthropic support for the agency's mission, programs and services.

- Provide inspiring leadership to the Board of Directors, staff, community partners and key stakeholders.
- Serve on the Board Development committees and work with individual Board members to develop and implement strategies to achieve contributed revenue goals.
- Identify specific sources of funding from public and private constituencies, including corporations, government agencies, foundations, major donors and individuals.
- Identify, cultivate, solicit and sustain the support of donors.
- Draft all agency and program literature.
- Solicit in-kind donations to meet the needs of program participants.
- Account for all fundraising revenues and expenditures.
- Prepare all foundation grant reports.
- Set up, track and maintain all gifts, invoices and acknowledgements in the fundraising database.
- Increase the agency's mailing list of prospective and current donors.
- Act as the agency's United Way Annual Campaign manager.
- Provide overall assistance to the agency as required by the Executive Director or Deputy Director.

QUALIFICATIONS:

- The successful candidate will have a proven track record of providing strong, creative and strategic leadership in all areas of fundraising and marketing.
- The ideal candidate will be a dynamic, proven fundraiser with the ability to motivate and work closely with high net-worth individuals, corporate executives and others in the philanthropic community.
- An independent worker with at least five years of progressively increasing responsibilities in fundraising management in the non-profit sector.
- Notable administrative skills and computer literacy as evidenced by knowledge of planning, finance, budgeting, development and database software systems.
- Exceptional interpersonal skills and the ability to build confidence and rapport among colleagues and stakeholders; record of working successfully with sources of influence.
- Excellent writing and public-speaking skills.
- Ability and willingness to travel locally.
- A baccalaureate degree is required; an advanced degree is preferred, as is record of professional development.
- Knowledge of eTapestry or Blackbaud Programs preferred but not mandatory.
- The candidate should be passionate about supporting our youth and families, motivated, team-oriented, with a sense of humor.

SALARY RANGE:

\$50,000-\$60,000 annually

This is a 37.5 hour per week position with occasional hours during the evening and weekends.