

Centerboard Inc. – Director of Development

Summary of Position

This is an excellent opportunity for an experienced, successful frontline fundraiser or someone in corporate sales, marketing and/or customer service to build and grow a Development team at one of the North Shore's largest human services nonprofit organizations: Centerboard, Inc., headquartered in Lynn, MA. We seek a warm, dynamic, and strategic people-person to create, oversee, manage, and maintain great relationships with a new 3-person Development team, an engaged board of directors (including a new Board Development Committee), our CEO and COO, and a growing portfolio of corporate, foundation, and individual prospects/donors.

This role is ideal for a goal-driven leader who loves to promote mission-driven work to potential funders, enjoys coaching and developing team members, delivers exceptional stewardship/customer service, and is excellent at marketing and messaging. The appropriate professional development will be made available for candidates without a direct fundraising background.

Essential Job Functions

The Director of Development will have specialized expertise and documented success in one or more of the following areas: foundation relations or corporate relations (nonprofit sector), or sales/marketing/customer service in the for-profit sector. Reporting to the CEO, this role will:

- Oversee the organization's governmental and non-governmental foundation grants work. Build and maintain strong, ongoing relationships with program officers at local foundations and key contacts at local businesses and corporations. Supervise the grant writing, grant reporting, and marketing work of the team's Marketing Manager and freelance grant writers.
- Build out a formal corporate giving program that actively pursues, tracks, and manages prospects, and offers high-quality customer service to businesses and business leaders that become donors/sponsors. Create opportunities for corporate partnership, giving levels, naming opportunities, and associated benefits.
- Oversee individual fundraising including annual fund, major gifts, and help to launch a new giving society that will cultivate, solicit, and steward individual donors of \$1K+. Develop meaningful relationships with giving society donors and support the Marketing Manager in creating and advertising this new program to appropriate audiences.
- Build positive, productive, and collaborative relationships with board members—especially the Board Development Committee—through board cultivation, solicitation, and stewardship; connecting with high-net-worth individuals; and equipping them with current stats and stories from the Centerboard staff.
- Oversee marketing for the organization, working to better and more seamlessly combine Centerboard's marketing messages with its donor messages.
- Coalesce all prospects and donors into a concrete, actionable pipeline with associated goals and metrics to track progress.
- Oversee and ensure that the organization's donor database is optimized.
- Oversee the events vendor, participate in, and ensure success of fundraising events.
- Supervise the following staff members: Marketing Manager (1 FTE), Development Coordinator (PT—to be recruited by Director), and vendors responsible for events planning and grant writing (contractors).

Competencies and Qualifications

The Director of Development role requires candidates to have 5+ years as a frontline fundraiser (foundation relations, corporate relations, or major gifts) or 5+ years in corporate sales, marketing, or customer service; and 2+ years directly managing staff.

- 5+ years of front-facing experience either the nonprofit fundraising setting or corporate sales setting
- Proven record of building and maintaining fruitful relationships with donors, customers, and/or clients
- Excellent written and verbal communication skills; grant writing experience preferred
- 2+ years of positive management experience
- Leadership capabilities: Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors
- Coaching: Enjoys coaching others and being coached.
- Entrepreneurial Spirit: Takes initiative and actively seeks to deepen current donor relationships and to forge new ones
- Communications: Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences
- Influencing: Creates win-win situations and responds appropriately to key stakeholders
- Collaboration: Effective at working with others to reach common goals and objectives
- Relationship Building: Skilled at establishing and cultivating strong relationships across different levels of the organization and externally. Enjoys networking and meeting new people.
- Customer Service: Maintains excellent rapport and trusting relationships with prospects and donors/customers/clients. Excels at onboarding new clients/donors.
- Bilingual or multilingual speakers preferred.

Preparation, Skill, and Trainings Required

Required skills include proven frontline fundraising or sales success as well as proven excellence in organizational/managerial skills. Must have the ability to prioritize tasks, communicate effectively/professionally and flexibility in a changing environment. This position will require computer literacy including Microsoft Office applications and the ability to utilize various databases including Donor Perfect.

Required trainings may include CPR/First Aid, Trauma Informed Care/Collaborative & Proactive Solutions (CPS), Protective Intervention Training, Medication Administration, Orientation training, HIPAA, OSHA, Ethics and Boundaries, and any other related trainings offered by Centerboard, Inc.

All employees are required to attend refresher training to maintain certification compliance and to exemplify competency of skills for each of the trainings.

Additional Details

- Hybrid work environment, 40+ per week; networking and occasional night/weekend event attendance required
- Benefits/perks:
 - 403b 3% match upon immediate hire
 - Health & Dental at 70 % coverage Plus an HRA that covers 75% of initial out of pocket deductible costs.
 - Vacation accrues bi-weekly 2 weeks 0-4 years up to 6 weeks after 12 years

- Personal time accrued bi-weekly up to 35 hours a year
- 8 paid scheduled holidays
- 3 floating holidays accrued bi-weekly
- Long Term disability and 20k life insurance coverage after 90 days
- up to 70 hours of annual sick time
- Benefits as required by state and federal laws (this would include short term disability for Mass)

To explore this opportunity further, please send your resume in confidence to:

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