



Mustard Seed
Communities

CARING FOR THE MOST VULNERABLE

Boyden Executive Search Contact

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Position Summary

Reporting to the Executive Director (ED), and managing an Associate Director of Development, the Director of Development (DoD) will lead the organization's major gifts program. The incoming Director will partner with the ED to drive major gift visioning, strategy, and execution, designed to increase individual fundraising and engagement. Managing a portfolio of 80-100 high-capacity individuals, the DoD will make direct solicitations for significant contributions in support of Mustard Seed Communities' growth. Fundraising has nearly doubled at over the last five years, and the incoming Director will play an integral role in continuing this trajectory.

Major Duties and Responsibilities

- Serve as a member of the organization's senior management team to help guide the overall direction and implementation of the organization's strategic goals.
- Work with the Executive Director to develop and execute comprehensive fundraising strategies and plans to include corporate, foundation, organizational, and individual giving.
- Manage the cultivation, solicitation, and stewarding process for a portfolio of major gift donors and support the Executive Director in their individual donor work.
- Initiate, develop, and advance proposals to prospective donors.
- Research potential grant opportunities and develop an efficient, effective process for managing the grant application and reporting lifecycle.
- Compile and/or develop materials to create grant proposals.
- Develop and manage budgets for the department, campaigns, and other initiatives.
- Represent MSC in meetings, organizational functions, and community events.
- Partner with the Director of Communications and Digital Engagement to develop and assess multichannel fundraising campaigns and appeals.
- Establish and meet fundraising and/or participation goals for all fundraising programs.

- Create, analyze, and respond to performance reports and other MSC fundraising and engagement data.
- Manage an associate director of development, with the potential of growing the team over time.
- Selected candidate will be on the road approximately 25% of the time. Travel is within the United States and international.

Qualifications

Mission and Values:

- Dedication to MSC's mission.
- Ability to work and connect with diverse communities, people and partners, and a commitment to promoting inclusion in all practices and efforts.

Fundraising Experience:

- A minimum of 5 years of demonstrated experience in fundraising, with a focus on major giving. Experience with planned giving and grants preferred.
- Proven track record of managing a donor portfolio, cultivating relationships, and securing five- and six-figure gifts.
- Proven experience in designing and successfully managing a comprehensive fundraising strategy.

Leadership and Management:

- Experience developing and maintaining productive working relationships across departments, as well as with executive leadership and board members.
- Experience forming and leading a team of direct reports preferred.

Other Skills:

- Exceptional verbal and written communication skills.
- Excellent organizational skills and strong attention to detail, demonstrated by the ability to manage multiple projects in a fast-paced environment.
- Self-directed, able to work independently and also collaboratively as part of a small team.
- Experience and expertise utilizing technology for fundraising and communication.
- Ability to work a flexible schedule, including some nights and weekends.
- Experience with Blackbaud's Raiser's Edge NXT, Luminate Online, and TeamRaiser preferred.

Location and Working Model

Full-time Exempt Position based in Needham, MA (10 miles outside of Boston).

Hybrid work schedule is available after completion of initial training period.

Compensation

The salary range for this position is \$110,000 - \$130,000.

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About Boyden Global Executive Search

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 75 offices in 45 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement, and a commitment to exceed client expectations.

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