



City Year Boston
Position Announcement
Development Director

Envisioning a day when the most commonly asked question of a young adult will be: “Where are you going to do your service year?,” City Year’s mission is to build democracy by demonstrating, improving, and promoting the concepts of citizen service, civic leadership, and social entrepreneurship.

City Year unites young people of all backgrounds for a year of full-time service, giving them the skills and opportunities to change the world. As tutors, mentors, and role models, these young leaders make a difference in the lives of children and transform schools and neighborhoods across the United States and in South Africa. More than 1,500 corps members serve in 19 City Year sites across the United States and one site in Johannesburg, South Africa. City Year is an AmeriCorps program.

Founded in Boston in 1988, City Year has established programs in Boston; Chicago; Cleveland; Columbia, SC; Columbus; Detroit; Little Rock, Los Angeles; Louisiana; Miami; New Hampshire; New York; Philadelphia; Rhode Island; San Antonio; San José/Silicon Valley; Seattle/King County; South Africa; and Washington, DC.

During the 2009-2010 program year, 140 City Year Boston corps members will positively impact thousands of local youth through their work in schools and local communities. Corps members receive a small weekly stipend and upon graduation earn an AmeriCorps Education Award.

Visit www.cityyear.org for more information.

Position Overview

City Year Boston is seeking a dynamic and entrepreneurial Development Director who will lead the site’s fundraising efforts and build structures to support our long-term goal of reaching 50% of youth at risk of dropping out of school. Reporting to the Executive Director and Vice President, and working closely with other senior leaders and board members, the Development Director will develop and execute against a strategic and diversified development plan to annually raise a minimum of \$3.0M from individual, corporate, and foundation sources. City Year Boston’s scaled impact plan projects a growth in program size that would increase the annual fundraising goal to \$6.0M over a number of years. In addition, the Development Director will have primary responsibility for leading a team of two to four professionals, establishing processes and structures to manage significant fundraising efforts, track and monitor those efforts, identify areas for operational improvements, and establish best practices throughout the department.

Responsibilities

Strategy:

- In partnership with the Executive Director and Board’s Development Committee, develop and implement a strategic and diversified fundraising plan that meets current goals and anticipates future needs and growth objectives
- Create strategies to identify and secure partnerships with corporations and foundations that reflect their marketing and business needs as well as philanthropic and community engagement goals
- Create strategies to identify and secure new individual supporters, fully leverage existing relationships, increase multi-year commitments, and maintain or elevate current commitments
- Develop sales materials that reflect City Year Boston’s ambitious goals, local impact, and donor needs

Corporate and Foundation Management:

- Manage relationships and communication with current corporate and foundation supporters
- Manage the identification and cultivation of new corporate and foundation partnerships, as well as the grant proposal and reporting processes for these supporters
- Build City Year Boston's Team Sponsorship process, which includes identifying and securing Team Sponsors and engaging them in ongoing service opportunities

Major Gift Donor Management:

- Identify, cultivate, solicit and steward a portfolio of current and future major donors with the potential to contribute gifts of \$50,000 or more
- Identify major donors' philanthropic interests and provide them with an opportunity to realize an outstanding philanthropic experience through their charitable investment of time, advocacy and financial support to City Year Boston

In addition, the Development Director will:

- Develop successful identification, cultivation, solicitation and stewardship strategies to direct and monitor the progress of donor relationships
- Establish innovative strategies to promote giving to City Year Boston, in particular focusing on attracting and increasing individual and leadership support
- Promote membership in City Year Boston's Leadership Giving Circles, inviting donors to personally invest in City Year by contributing gifts of \$1,000 or more with a particular focus on attracting members of the Champions Circle with annual pledges of \$10,000 or more
- In partnership with Executive Director and select volunteers, ensure personal solicitation of each Board member to attract leadership contributions and 100% participation
- Ensure accurate maintenance of records and donor information in the Raisers Edge database
- As appropriate, visit current and prospective donors, at times with the Executive Director and/or Board Members
- Cultivate these relationships in direct partnership with the Executive Director
- In partnership with the Development staff, cultivate and nurture relationships with current and potential corporate and foundation contributors
- Work collaboratively with staff from other City Year sites and the National fundraising team to share strategies and best practices

Fundraising Events:

- Lead the development team to leverage existing and future City Year Boston events, such as Starry Starry Night, champions' receptions, and other select gatherings, to raise awareness of our work in Boston, fundraise, and engage high net worth individuals, foundations and corporations
- Manage the professional lead for events of a primarily fundraising nature

Manage a Team of Development Professionals:

- Hire, manage, evaluate, and coach a team of two to four development professionals to manage different aspects of the development operation and meet/exceed fundraising and operational goals

Donor Management:

- Develop and grow the individual donor base, manage the annual giving campaign, and oversee cultivation for all donors through coordination of staff activities
- Ensure diversity and sustainability of site's donor base
- Oversee the entire development business process from donor identification through collections to stewardship

Organizational Management:

- Help shape organizational strategy and play a leadership role in implementing the site's operating plan
- Manage the Development Department budget, including detailing revenue and expenses

Qualifications

- BA/BS degree required, advanced degree preferred
- 5+ years of fundraising experience with progressive responsibilities and demonstrated success in building and managing a strategic development program of \$3.0M or more in an entrepreneurial nonprofit environment
- Demonstrated experience directly securing individual, corporate, and foundation support through cultivation and solicitation activities
- Strong base of knowledge of all aspects of fundraising including foundation and corporate relations, grant management, special events and individual giving programs
- Proven ability to build and lead a diverse team to meet or exceed ambitious fundraising goals
- Commitment to helping a highly successful organization implement systems and structures to support significant growth
- Strategic, analytical approach combined with a strong work ethic, interpersonal professionalism and charisma
- Exceptional oral and written communication skills with an ability to engage and inspire a wide range of audiences
- Excellent organizational skills, ability to handle multiple tasks and think critically
- Deep understanding of City Year's mission and the national service movement is helpful
- AmeriCorps/City Year alumni are encouraged to apply

Compensation and Benefits

Compensation commensurate with experience. Great benefits including health insurance with Flexible Spending Account, paid vacation, holidays, parental leave, 401K, and more.

Application Process

Applications will be accepted until this position is filled. Qualified applicants should send a resume, cover letter, and references to bostonjobs@cityyear.org or Chief of Staff, City Year Boston, 287 Columbus Avenue, Boston, MA 02116

City Year is an equal opportunity employer.