



Position Description

Position Title: **Director of Development**

Reports to: **Executive Director**

Family & Children's Service Inc. (F&CS) has been helping Lynn families thrive since 1885. Our mission is to strengthen the life skills of families, children, and individuals of all ages. F&CS is a community-based nonprofit organization that has been operating for 132 years. In 2017, our programs offered direct services to approximately 3,500 and interacted with another 2,000 underserved, socially vulnerable families, individuals and children. Through our wide array of programs including parenting skills education, home visiting programs, social supports and connecting people to resources, our programs serve to reduce isolation among low income and immigrant populations. Our youth development programming provides opportunities for youth to acquire leadership skills and foster positive peer relationships, as well as to build assets and resilience to curb the incidence of violence, teen pregnancy, drug use and other reckless and anti-social activities. F&CS has continuously provided comprehensive and efficient service to the evolving community in Lynn and surrounding areas. Our service area has recently expanded to include Chelsea, Charlestown, East Boston, Revere, and Winthrop.

Position overview:

F&CS is seeking an experienced development professional to expand our existing fundraising efforts. The Director of Development will plan and execute all aspects of fund raising activities at F&CS. He/she will coordinate and management of special events, expand individual donor program, oversee the marketing and communication strategies. Works independently and effectively with colleagues, is highly motivated, flexible, and a “team player” able to think and work strategically. Demonstrates a strong commitment to the mission and work of the agency and be able to articulate it to current and prospective donors and to the broader community. Creates and implements annual and long terms plan for fundraising schedules and methods.

Responsibilities: (included but not limited to)

Individual Giving/Major Gifts/Corporations:

- Lead and coordinate individual solicitations, with emphasis on those with major gift potential.
- Implement strategy for stewarding all donors into highest level of giving.
- Build and maintain a portfolio of key relationships with external stakeholders including donors, board members, and corporate and business partners.
- Personally, and partnering with other members of the board, and the Executive Director, cultivate and solicit gifts and endowments from individuals and corporations in the \$10K - \$100K plus range.
- Produce and provide regular detailed accountability reports about the Development Office finances and fundraising operations.
- Responsible for gift entry and acknowledgement process.
- Manage agency donor database and produce reports as necessary.

Special Events: Develop a plan for multiple fundraising and marketing events. Revise and manage plan as required, coordinating event execution from inception to completion. Evaluate events against proposed budgets, goals, and criteria.

Marketing and Communications: Oversees the marketing and communications strategy being implemented by the Grant Writer/Marketing Associate including newsletters, annual reports and other marketing and communications tools. Oversees the roll out of a new brand marketing campaign.

QUALIFICATIONS

- Solid understanding of philanthropy, corporate and social marketing giving; knowledge and awareness of North Shore and Harbor area prospects.
- Experience in large philanthropic corporations is highly desirable.
- Superior written and oral communication skills. Experience as an effective communicator with specific knowledge and experience, with foundation relationships, requests and individual appeals.
- Ability to manage multiple deadlines and maintain discipline adherence to development goals.
- Ability to work effectively and maintain positive relationships with current and potential donors, board members, and staff.
- Computer literacy with ability to establish and maintain fundraising objectives, databases and tracking systems.
- Strong time management, organization and planning skills with exceptional attention to detail
- Working knowledge of budget development and implementation.
- Bachelor's degree and at least 5 years of experience in all aspects of fundraising in a non-profit setting.
- Must have at least three years of direct foundation and development experience and proven track record of soliciting and closing foundation and corporate grants and gifts.
- Must also have excellent interpersonal skills and an understanding of fundraising as well as an aptitude for working closely with management team and staff.
- Willingness to work a flexible schedule.
- Experience in management of a new brand roll up preferred
- Knowledge of Donor Perfect preferred

Salary: Commensurate with experience – competitive. Excellent benefits

Family & Children's Service is an Affirmative Action/Equal Opportunity employer. All qualified applicants will receive consideration without regard to race, national origin, creed, sex, age, sexual orientation, disability or any other legally protected class.

Send or e-mail a cover letter and resume to:

Family & Children's Service
111 North Common Street
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Attn: Kate Walton
Or
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