

TITLE: Director of Development & Special Events

TYPE: Full-time Position/Competitive mid-level salary with benefits

REPORTS TO: Executive Director

DATE EFFECTIVE: Spring 2011

SUMMARY: Greater Boston Parents, Families and Friends of Lesbians and Gays (PFLAG) headquartered in Waltham works to create environments of understanding so that all people can live with dignity and respect through:

- Support: to cope with an adverse society
- Education: to enlighten the public
- Advocacy: to end discrimination and to secure equal civil rights

Greater Boston PFLAG provides opportunity for dialogue about sexual orientation and gender identity, and acts to create a society that is healthy and respectful of human diversity.

Greater Boston PFLAG seeks a development director who would be responsible for establishing and implementing a development infrastructure, building resources and increasing the strategic visibility of Greater Boston PFLAG. In addition, she/he would create a plan to highlight the impact of Greater Boston PFLAG's support, advocacy and education through fund development, communications and marketing strategies. She/he will work in partnership with the executive director and the governing board to set goals, and implement strategies in the individual, institutional, public, private and special event arenas that will bring sufficient support to Greater Boston PFLAG while bringing resources and visibility to Greater Boston PFLAG statewide.

Essential Functions

Systems Creation & Implementation

- Work with executive director and board of directors to increase Greater Boston PFLAG's capacity and develop a strategic donor outreach and communication plan as well as corresponding internal systems to reflect return on donors' investment.

Grant Proposals

- Research and prioritize grant prospects
- Develop a yearly schedule of grant proposal, reporting, and letter of inquiry deadlines, tracking outcomes and updating the calendar on a regular basis.
- Manage complete grants process including collection and synthesis of data, development and completion of high-quality written proposals, tracking and reporting, and full correspondence with donors.
- Construct, refine and advance proposals for new and existing projects.

Funder Research and Cultivation

- Research and approach new funding sources.
- Identify prospects at all giving levels via spheres of influence of board, current contacts and donors to other organizations.
- Conduct on-going research of public and private funding opportunities and trends.

Stewardship

- Steward institutional and individual supporters; keep an updated list or database of their contact information; maintain regular correspondence with key funding representatives; and coordinate necessary site-visits.

Fundraising Special Events

- Manage logistics and support the executive director, board of directors and events contractor on execution and follow-up of development activities for Greater Boston PFLAG's cultivation and fundraising events including but not limited to:
 - *Pride and Passion*: Greater Boston PFLAG's premier event to support our bullying prevention, family support, and education programs. As a beneficiary of this annual event, Greater Boston PFLAG raises both corporate sponsorships and individual donations.
 - *House Parties*: Ongoing intimate events hosted by board members and supporters to cultivate new donors and increase giving for current donors.
- Work with executive director and board of directors to implement additional Fundraising special event initiatives.

General Management

- Assist the executive director with the development of annual organizational and programmatic income projections, fundraising goals, and budgets.
- Participate in strategic planning for agency evolution.
- Oversee donor database system.
- Work with executive director to establish and staff a development board committee.
- Communicate and maintain development and programmatic data to internal and external stakeholders.
- Manage new corporate partnerships to enhance fundraising and in-kind donations.
- Coordinate agency publications for multiple uses.
- Supervision of development and communications staff when hired.

Web Presence & Marketing Materials

- Coordinate the design and update functions for the Greater Boston PFLAG web site including graphics and navigation. Expectation that staff member could coordinate with a local School of Journalism or volunteer program to garner assistance in managing web content and updating. To look at the current site, go to www.gbpflag.org.
- Knowledge of web best practices to maintain a professional looking site that functions well for our audience and can be realistically maintained with our limited resources
- The ability to develop an email plan that takes into consideration the need, audience, frequency, segmentation, and content
- The ability to create a social media plan that offers our audience regular event and resource information (no fewer than 3 times a week on Facebook), particularly using the executive director's knowledge and activities as the source of compelling, current content

Goals

- Achieve goals set forth in work plan.
- Keep executive director apprised of progress and challenges in key areas of responsibility.
- Engages board of directors in development and communications activities as appropriate.
- Engages providers where Greater Boston PFLAG can provide value-add in area of responsibilities.
- Supports strategic direction of Greater Boston PFLAG by participation on the Greater Boston PFLAG team.
- Recommend and seek out needed resources for areas of responsibility.

Qualifications

Demonstrated Experience & Skill Set

- At least 5-7 years of demonstrated experience in non-profit resource development, including strong grant writing skills, experience with individual donor cultivation and solicitation, corporate and foundation fundraising, and special events.
- BA/BS and/or graduate degree in related field preferred or commensurate experience.
- Experience utilizing technology for fundraising and communication.
- Previous marketing experience.
- Data base experience.
- Social media and web experience.
- Experience working and communicating effectively in a team environment, with other staff, volunteers, and various community stakeholders.

Personal/Professional Skill Set

- Excellent written and oral communication, problem solving, and interpersonal skills required.
- Self directed, able to work independently, as well as a passion for personal and collective growth.
- Proficient in Microsoft Office.
- Personal or professional experience with LGBT issues.
- Personable with a sense of humor and proven ability to build relationships.
- Knowledge and understanding of LGBT issues and commitment to Greater Boston PFLAG's mission is required.

If interested, submit resume, cover letter, salary history and requirements to devjob@gbpflag.org. Please no phone calls. Process will be rolling. Those moving past first round will be invited to interview.