



**Position: Director of Development**

**Location: Massachusetts Citizens for Life**

**Structure: Part-time, Remote**

**Reports to: President & CEO**

The Director of Development works in collaboration with the President & CEO and the organization's development consultant to plan, implement, and manage Massachusetts Citizens for Life's fundraising program. She/He is responsible for developing and raising funds for programming and general operating expenses through 1.) MCFL's individual donor base; 2) Corporate donations; 3.) Private foundations and 4.) Grants.

The Director of Development will provide overall leadership for development efforts that benefit Massachusetts Citizens for Life, with a special emphasis on growing the organization's donor base and securing individual major gifts, to ensure achievement of annual and multi-year fundraising goals and objectives, according to priorities set by the President and board of directors.

#### **Major Functions and Responsibilities:**

- Provide oversight and coordination of MCFL fundraising activities, including prospect management, proposal development, and review of fund agreements to ensure development efforts are in line with established priorities.
- Collaborate with the President to effectively manage a portfolio of major gift prospects to secure annual/leadership, major, principal, and deferred gifts in support of established fundraising goals.
- Works closely with the MCFL's president and/or other key MCFL staff and volunteers to jointly identify, cultivate, solicit, and steward key MCFL prospects.
- Directly manage "President's Portfolio" of high-level prospects and provides staffing support to the president for this purpose, as well as manages his/her own portfolio of prospective donors.
- Support event management and execution, particularly related to donor engagement efforts and calls to action.
- Oversee development of MCFL planning documents and related materials for a comprehensive fundraising campaign, including case statements, brochures, presentations, and other promotional materials to ensure quality, accuracy and consistency with established priorities.
- Perform other duties as assigned.

**Skills and Knowledge:**

- Expert ability to utilize critical thinking as well as good discernment in an ever-evolving dynamic environment.
- Expert ability to capture the vision and passion of MCFL's mission.
- Expert ability to manage and lead complex organizations, and to organize, direct, motivate and evaluate professional staff, support staff and volunteers.
- Expert ability to cultivate, close, administer and steward complex major gifts.
- Expert ability to work independently and collaboratively and to adapt to changing situations and priorities.
- Expert ability to communicate verbally, in writing, and to articulate themes and issues associated with the organization in a clear, persuasive manner.
- Expert ability to build and maintain effective interpersonal relationships.
- Expert ability to organize, manage, and execute multiple projects/functions simultaneously, displaying effective time management.
- Expert ability to analyze data/information, develop strategic fundraising goals, and evaluate results.
- Expert ability to make decisions, address spontaneous issues and situations, and resolve problems.
- Expert ability to handle sensitive information in a confidential manner.
- Solid understanding of gift planning techniques and vehicles.
- Solid ability to analyze and understand financial and budget information and communicate effectively regarding the same.
- Personal computer proficiency required, especially as related to the software referenced under "software utilized" (see below).

**Education and Experience:**

- Bachelor's degree required. Advanced degree preferred.
- Minimum of ten (10) years fundraising experience with proven record of success in soliciting major gifts from individuals, corporations and foundations required.
- Experience in a nonprofit fundraising environment strongly preferred; campaign experience preferred.

**Software Utilized:**

Google Workspace and Microsoft Office Products; Internet; DonorSearch and Little Green Light CRM.