



Director of Development and Impact

(fka) Agassiz Baldwin Community is a community-based, private non-profit that provides services and programs for residents in and near Cambridge. Our mission is to be a space that nurtures individual growth and creativity, builds connections, and serves as a forum for community advocacy. We believe in: welcoming and including everyone; lifelong learning; and fostering a culture of creativity and cooperation.

The Opportunity

Fka Agassiz Baldwin Community seeks a collaborative and strategic **Director of Development and Impact** to partner with executive leadership and play a significant role in supporting organizational shifts and building infrastructure to measure and make meaning; support identification of program impact measurements and needs, and directing fundraising efforts to meet those needs in alignment with the agency's mission and program goals. The Director of Development and Impact (DDI) will collaborate with other department directors to lead efforts to conceptualize and implement a plan to measure impact and communicate the story of who we are and how we aim to achieve our organization's mission with internal and external stakeholders, including potential and current donors. Identifying, cultivating, and stewarding donations and grants through individuals, foundations, corporations, and state/federal sources will remain a high priority for the DDI. The DDI will work with the administrative team to plan and implement campaigns, community events, and other activities to increase visibility of our organization and effectively communicate our story and our impact in our community.

Responsibilities

Discover Our Story (Program Impact and Needs)

- Build capacity for, implement and manage internal systems for conducting ongoing outcomes measurement and assessment
- Participate in conversations with staff, board, other key stakeholders to determine appropriate metrics and benchmarks for organizational success
- Work closely with community relations and program managers to ensure stewardship and input goals
- Employ a data-informed approach to development strategy and execution, adjusting as needed, to ensure success

Tell and Sustain Our Story (Grants and Donor Relations)

- Disseminate and translate findings to a variety of constituencies (external stakeholders, colleagues, funders, partners) internal and external communications
- Collaborate with Director of Communications and Outreach to raise awareness of the organization and its primary goals through marketing efforts, outreach, community events, publications, and all media communications
- Identify, research, cultivate, solicit, steward donor prospects, individual donors, foundations
- Develop and follow overall calendar, strategy, and timelines for annual appeals, fundraising events, grants, and major solicitations
- Track deadlines and prepare grant applications to foundations, corporations, State/Federal government sources
- Develop strategy, design and production of the annual fund for all programs, including coordination of appeals via direct mail, email, proposals and personal solicitation
 - Create and execute strategies to expand and retain base of low and mid level annual fund donors

- Maintain database and fundraising platforms and create consistent protocols for data entry, gift processing and acknowledgment, and grant reporting

Become a Part of Our Story (Work in Alignment with our Mission and Values)

- Ensure fund development remains aligned with organization’s mission and values, operationalizing a race equity lens
- Develop strong relationships and trust with community members (colleagues, program families and participants, board, and partners), uplifting their voices and expertise whenever possible
- Draft acknowledgement letters in collaboration with Administrative Assistant

Preferred Qualifications:

Experienced in...

- Measurement and evaluation efforts, informing fundraising and program strategy in the nonprofit sector
- Development and impact work with a strong focus on metrics and data-driven decision making
- Soliciting, cultivating, and closing major donor gifts and planned giving
- Experience with foundation, government, corporate constituencies
- Grant writing
- Theory of change methodology and impact measurement
- Creating annual development strategy and action planning in alignment with organization’s mission/goals
- Managing variety of campaigns including but not limited to major engagement plans, end of year appeals, events, matching campaigns, social media, peer to peer

Demonstrates Skills in...

- Summarizing complex information clearly and providing accessible, actionable, meaningful information for decision making and program improvement, fundraising efforts
- Advanced problem solving, emotional intelligence, integrity and judgment
- Exceptional project management, prioritization, and planning
- Flexibility, curiosity, and open-mindedness
- Excellent technical skills including fundraising database systems such as eTapestry, and experience with Google Suite and MacOS

Schedule: Full time, 37.5 hours per week

Salary: starting at \$60,000 annually

Benefits (following 90-day waiting period):

- Health, vision, dental insurance
- Retirement plan with employer matching opportunity
- Paid sick time and vacation time based on years of service

To apply, candidates should send a cover letter and resume to resumes@agassiz.org.

Our staff join us from all walks of life yet have a common interest in work that is professional, community-oriented, and makes an impact. We believe our diversity is our strength and we value the unique perspectives and contributions that people of all backgrounds and life experiences can bring to our team. Therefore, we are committed to building an inclusive team and advancing a workplace culture of antiracism, inclusion, and belonging. People of color, members of the LGBTQIA+ community, and persons with disabilities are encouraged to apply. Employment is dependent on completing a background and fingerprint check as well as adherence to our COVID19 vaccination policies and procedures. (fka) Agassiz Baldwin Community is an affirmative action/equal opportunity employer (EOE).