



Jane Doe Inc.
The Massachusetts Coalition
Against Sexual Assault and
Domestic Violence

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Boston, MA 02196 | JaneDoe.org

Agency: JDI (Jane Doe Inc.), The Massachusetts Coalition Against Sexual Assault and Domestic Violence

Position Title: Development Director

Reports to: Executive Director

Status: Full time (35hours/week), Exempt

Jane Doe Inc. (JDI) is a vibrant and effective statewide social justice coalition working to create a world free of abuse. With our 62 member programs, other state and territorial sexual and domestic violence coalitions, and key local and national partners, JDI strives to create social change by addressing the root causes of violence and promoting justice, safety, and healing for survivors. At its core, our work includes public policy and systems advocacy, prevention, movement building, messaging and communications, membership services, training, and education and advocacy for racial justice and social change. JDI's member programs provide support to tens of thousands of survivors each year in the Commonwealth. Guided by the voices of survivors, JDI brings together organizations and people committed to ending sexual and domestic violence.

POSITION SUMMARY

This is an exciting and unique opportunity for a skilled development professional to support the innovative work of JDI, a diverse statewide membership coalition of providers, committed to working at the intersection of gender-based violence and racial equity. The Director of Development works closely with the JDI Board and staff to develop and implement JDI's annual fundraising plan designed to deepen and expand JDI's diverse funding base of individual, foundation, and corporate support in ways that reflect our framework centering racial equity and social justice. The Director works with JDI staff and the Board to engage donors, supporters, and funders in JDI's vision of connection, healing, and justice. They are a consensus builder, welcome diverse perspectives, exhibit grace, have a sense of humor, and foster a strong commitment to ethical fundraising.

POSITION RESPONSIBILITIES

- Develop and implement JDI's annual fundraising plan and calendar, which includes an annual mailing, small events, annual fundraising event, developing grant proposals, securing corporate sponsorships, and engaging in direct solicitations of support with donors and prospective donors, with guidance and in partnership with JDI's Executive Director, Deputy Director, the development committee of the Board, and JDI staff. All development activities will reflect JDI's commitment to our values of anti-oppression social justice frameworks.
- Develop and implement strategies to build, strengthen, deepen, and diversify JDI's base of support among foundations, corporate, and individual donors while sustaining and furthering relationships with foundations, corporations, and other donors to keep them engaged,

informed, and inspired to grow long-term funding relationships; plan, implement, and manage donor cultivation and stewardship events.

- Collaborate with other staff and consultants on proposals to foundations, including, but not limited to, researching, and identifying prospective grants, meeting with program officers, writing outlines/full proposals, editing proposals, and engaging in post-award communications and funder acknowledgment.
- As an ambassador for JDI, work with staff to thoughtfully describe JDI's programmatic goals and plans, identify opportunities to expand and elevate JDI's work and role as a thought leader in the domestic violence and sexual assault field with the public and private sectors, individuals, the business community, and other entities.
- JDI's Annual Public Fundraising Event: work with JDI Board and staff to rebrand JDI's annual fundraiser, including concept development, event logistics, staffing host committee, and implementing all major aspects of the event, as well as developing the promotional and public relations components, maintaining expense budget, and forecasting revenue, acknowledgements, and follow-up.
- Create print and digital collateral materials in support of JDI's fundraising work, including, but not limited to, newsletters, annual appeal, outreach materials for fundraising events, donor solicitation and pledge cards, in collaboration with JDI staff and communications consultants.
- Manage private grant and reporting calendars to comply with all proposal and grant requirements; ensure fundraising information is updated in a timely manner in JDI's customer relationship management (CRM) platform.
- Manage the logistics of development operations, including gift receiving, processing, and acknowledgment. Work with the Director of Finance and Administration to manage logistics and other related coordination components.

QUALIFICATIONS

- Be an active, bold, creative, and effective networker to strengthen corporate, foundation, current and prospective donor, and other important relationships.
- Minimum of 4 years combination of formal and /or informal experience in nonprofit fundraising with a broad range of funders including foundations, corporate sponsorships, and donors.
- Proven track record of success in identifying, cultivating, soliciting, and stewarding funding from an array of sources including annual giving, sponsorships, foundation grants, special events, and donor relations, and strong knowledge of relevant funding sources for JDI. Knowledge of progressive foundations and other social justice development opportunities preferred.
- Experience developing strong communications with funders and supporters that articulate social justice, racial equity frameworks, and programming in ways that convey JDI's work in a clear and powerful manner.
- Interest and willingness to engage in racial equity and social justice work within JDI generally and in this role specifically. Must possess some experience with frameworks that promote equity and justice. Knowledge of and direct experience with the work of the sexual assault and domestic violence field preferred.

- Strong written and communication skills and proven ability to work effectively with a diverse set of stakeholders; demonstrated experience developing creative events and collateral materials for fundraising.
- Demonstrated experience creating and implementing small and larger scale virtual and in person events ranging from 75-250 participants featuring an array of diverse audiences and formats.
- Computer proficiency including Microsoft Office products, particularly Word, Excel, PowerPoint, and Outlook (experience with databases, auction software, and other electronic tracking systems a plus).
- Knowledge of fundraising principles and best practices, and a sound general vision of how a comprehensive fund development plan should work within an organization's mission and capacity.
- Exceptional planning and organizational skills with strong attention to detail and ability to follow-up on responsibilities. Proven ability to prioritize, plan, and meet deadlines consistently.
- Ability to travel and/or work occasionally during evenings and weekends as needed.

HOW TO APPLY

Interested individuals must submit a cover letter and resume to the Human Resources Department by email at jobs@janedoe.org with the subject line "**Development Director**".

This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act. Compensation is commensurate with experience and competitive in the field; Range \$95,000-105,000; generous benefits package including:

- JDI-subsidized Group Health and Dental Insurance.
- JDI-paid life insurance, AD&D insurance, short-term disability, and long-term disability.
- Option to contribute to a 401(k)-retirement plan with employer match after 1 year of employment.
- 14 paid holidays; Plus, the week between Christmas and New Years.
- 20 days of paid accrued leave (personal and vacation); paid sick leave.

Jane Doe Inc. is an equal opportunity/affirmative action employer, committed to core values of inclusion, empowerment, and social justice. As a multicultural organization, we actively encourage applicants who represent the broadest range of diversity. Bilingual candidates are encouraged to apply.

AA/EOE/ADA