

## **Director of Resource Development**

### **About Madison Park Development Corporation**

Madison Park Development Corporation (MPDC) is a 55-year old community development corporation (CDC) that primarily serves the Roxbury neighborhood of Boston. Our mission is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. As a leading developer in the community-based non-profit sector we have developed and preserved 1,400 units of quality, mixed-income housing, commercial space and 2 community facilities. We also offer a robust array of community action programs that include resident leadership and engagement, youth development, health equity and wellness, financial literacy, and arts and culture programming. The organization currently employs over 30 full time staff and has an annual operating budget of \$7,500,000.

### **About the Opportunity**

The Director of Resource Development will join a small but passionate leadership team and will be an essential partner to the Chief Executive Officer, the Deputy Director, and other Senior Staff in creating philanthropic strategy, increasing annual support, and leading the implementation of a strategic plan that expands fundraising beyond the current donor base so that the organization is able to secure at least \$2M-\$3M in philanthropic revenue annually through a variety of creative, interrelated and strategic tactics.

Historically, MPDC's fundraising success has been the result of a committed base of institutional and corporate donors and grants and contracts through both foundations and government entities and the organization has committed to strengthen this work through collaborative work across programs with the goal of continuing to grow and diversify philanthropic revenue streams.

This presents an exciting opportunity for the Director of Resource Development to deepen existing relationships and to broaden and diversify MPDC's revenue by actively engaging in the identification, cultivation and solicitation of top donors, growing the potential for significant gifts and enhancing the systems to support this work.

The successful Director of Resource Development will be a skilled frontline fundraiser, a strong relationship builder adept at creating fundraising strategies, and a compelling spokesperson for MPDC's work and mission. The Director will lead a staff of two other development professionals: Director of Community Action Grants and Evaluation and a Development Coordinator.

Reports to:	CEO
Status:	Full-time, exempt
Location:	Roxbury, Massachusetts
Salary Range:	\$90,000 to \$115,000

### **Key Responsibilities**

#### **Leadership**

- Collaborate with MPDC's CEO, Deputy Director, Senior Staff and Board of Directors to create a development (fundraising) plan that leverages existing relationships while creating actionable plans for growing the donor base and steadily increasing the annual operating/capacity building/program revenue;
- Support the completion of MPDC's strategic planning process currently underway;

- Develop and implement an annual fundraising workplan that supports the strategic objectives of the organization; and,
- Work closely with the CEO and Deputy Director on the creation of an annual operational budget, including monthly forecasts and updates.

### **Fundraising and Donor Relations**

- Identify, solicit, and steward relationships with high-capacity donors that include corporate, foundation, and individual prospects;
- Create initiatives to expand MPDC's prospect pipeline and donor base by accessing new, and leveraging existing networks through creative communications, cultivation and stewardship tactics that support authentic "moves management" and advances deepened donor engagement at all levels;
- Prepare high-quality grant proposals and reports;
- Monitor proposal deadlines, prepare and edit proposals in collaboration with program directors;
- Oversee mailings, and acknowledgements that are required to support and steward ongoing fundraising activities;
- Direct the strategy, planning and execution of MPDC's fundraising events, in partnership with the Director of Communications and Public Relations;
- Direct the Community Investment Tax Credit Program and related activities
- Serve as NeighborWorks America liaison and relationship manager, including managing proposal submission and reporting.
- Collaborate with Communications Team on the development of external communications content, include the website content and updates

### **Management and Systems**

- Provide strong direction and management for the development team;
- Ensure the effective, useful, and thoughtful building of systems, processes, and measurements to monitor, project, and guide fundraising results and activity, this includes ensuring the full utilization of Salesforce database system

### **Knowledge, Skills and Experience**

- Strong passion for MPDC's mission to "Foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community"
- High energy, team player with the ability to work well in a fast-paced, deadline driven environment;
- Knowledge of the Boston-area philanthropic landscape;
- Experience with Neighborworks America and the Massachusetts Community Investment Tax Credit program, preferred
- Experience growing the donor base of an organization; successful track record of raising at least \$2M-\$5M annually in partnership with staff and volunteer leadership;
- Strategic and analytical skills, strong work ethic, and ability to execute;
- 7-10 years of development experience with progressively expanding accomplishments and a proven track record of working with high-net worth donors and high impact funders;
- Proven success creating and executing fundraising strategy and plans for growing funding sources, leveraging existing donors and building new partnerships;
- Strong management skills that include the ability to motivate, influence, and hold staff accountable to high standards and goals;

- Comfortable working with donors and volunteers from all walks of life;
- Excellent interpersonal skills with a high level of emotional intelligence and passion for creating relationships and drawing out the best in colleagues and prospects, and volunteers; and
- Exceptional listening, written and verbal communication skills, with an emphasis on the ability to persuade and influence others around ideas, decisions, and financial support. Have the ability to adapt writing style and messaging to align with different audiences
- A strong understanding of the technical skills needed in a high-functioning development shop, including proficiency with all Microsoft office programs. Prior relevant experience managing donor databases. Experience with other database, data visualization tools a plus.

### **Benefits**

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; paid holidays; generous cost sharing for medical insurance, 401k plan with generous match, and much more! COVID vaccination or medical exemption process is required. MPDC staff members are reporting to our Roxbury, MA office on a hybrid basis. Please submit a resume and cover letter to [HR@madison-park.org](mailto:HR@madison-park.org)

Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information about MPDC.

MPDC is an equal opportunity and affirmative action employer.