

## MPDC Job Description

<b>Job Title:</b> Resource Development Manager	<b>Department:</b> Resource Development
<b>Position Status:</b> Full-Time (40hrs/wk)	<b>Pay Rate/Salary:</b> 75,000 – 90,000/yr
<b>Reports to:</b> Director of Grants and Evaluation	<b>Estimated Start Date:</b> TBD

**About MPDC:** Madison Park Development Corporation (MPDC) is a 59-year old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. Full time positions include a generous employee benefit package

**Position Description:** The Resource Development Manager will work closely with the Director of Community Action Grants & Evaluation, CEO and other senior staff. They will be responsible for helping to meet the organization’s annual philanthropy revenue goal of 3+ million dollars, with a focus on securing and stewarding individual, corporate and institutional donors. The Resource Development Manager will also be responsible for implementation of the annual Community Investment Tax Credit (CITC) plan at MPDC, a state-level tax credit program administered by the Executive Office of Housing and Livable Communities.

### Responsibilities:

- Collaborate with MPDC Senior Management and Board of Directors to create a fundraising plan that leverages existing relationships while creating actionable plans for growing the donor base, and annual philanthropy revenue
- Work closely with Director of Grants and Evaluation on development of annual philanthropic revenue budget, including monthly forecasts and updates
- Identify, solicit, and steward relationships with high-capacity donors that include corporate, foundation, and individual prospects
- Lead collection efforts on all donor pledges. Produce and send donor pledge documentation and follow up on any outstanding pledges
- 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
- Direct the Community Investment Tax Credit Program and related activities
- Implement stewardship practices and policies for donors: maintain an accurate, and comprehensive database of donors and partners; work with team to develop, send and document donor thank you letters and receipts; interact with donors, respond to requests, and assist with communication and outreach/follow up as needed.
- Oversee mailings, and acknowledgements that are required to support and steward ongoing fundraising activities
- Lead and direct the strategy, planning and execution of MPDC’s fundraising events with support from the Communications Team

- Collaborate with Communications Team on the development of external communications, including website content and updates
- Ensure the effective, useful, and thoughtful building of systems, processes, and measurements to monitor, project, and guide fundraising results and activity, including full utilization of the organization's Salesforce donor database system
  - Troubleshoot all database issues to ensure data and reporting integrity.
- Other tasks as needed.

**Required Knowledge, Skills, and Experience: \***

**Education:** BA in relevant field

**Years of Experience:** Minimum of 3-5 years of relevant experience, and a proven track record of working with high-net worth donors and high impact funders. Experience growing the donor base of an organization; successful track record of raising at least \$2M annually in partnership with staff and volunteer leadership.

**Skills:**

- 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
- Strategic and analytical skills, strong work ethic, and ability to execute
- Proven success in creating and executing fundraising strategies and plans for growing funding sources, leveraging existing donors and building new partnerships
- 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
- Exceptional listening, written and verbal communication skills, with an emphasis on the ability to persuade and influence others around ideas, decisions, and financial support; 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.

**Preferred Knowledge, Skills, and Experience:**

**Experience & Skills:**

- Knowledge of the Boston-area philanthropic landscape; Familiarity and experience with Massachusetts Community Investment Tax Credit program,
- Prior relevant experience with Salesforce or other donor databases and data visualization tools a plus.

\*Must be able to pass a CORI, reference, educational and professional licensure check.

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