



MPDC Job Description

Job Title: Director of Resource Development	Department: Resource Development
Position Status: Full-time, exempt	Pay Rate/Salary: \$100,000-115,000
Reports to: CEO	Estimated Start Date: ASAP

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.

MPDC’s program areas include an arts center, a community center, senior support, youth extracurricular and professional programming, community gardening, and affordable housing among other initiatives.

Position Description: The Director of Resource Development is a member of MPDC’s Senior Staff team and is responsible for overall strategy and implementation of MPDC’s fundraising initiatives. The Director of Resource Development will be responsible for the strategic direction for all public and external partner relations; marketing, communications, and branding, and virtual and public/outward facing events. The position includes supervision of a Resource Development Manager and Communication & Marketing Manager.

Responsibilities:

Resource Development:

- **Strategic Planning:** Develop and lead the overall resource development strategy, including annual fundraising revenue goals, plans and communication/marketing strategies for individuals, corporations, and foundations.
- **Fundraising Activities:** Plan, execute, and evaluate fundraising activities, including events, major donor cultivation, and stewardship programs.
- **Donor Relations:** Establish and maintain strong relationships with donors and stakeholders, ensuring effective communication and engagement. This includes but is not limited to coordinating and leading meetings between external funders and MPDC.
- **Team Management:** Supervise the resource development manager, providing guidance, training, and support to ensure effective performance. Lead MPDC’s Fundraising Committee of the Board of Directors. Participate in other internal team, staff, and committee meetings, as needed.
- **Grant Management:** Oversee the preparation and submission of grant applications, ensuring compliance with funding requirements, reports, and deadlines.
- **Data Management:** Ensure proper data collection and management for reporting and analysis of fundraising efforts.

Evaluation:

- Lead development of evaluation plans and processes for select high level, multi-year grants/contracts.

- Ensure that data collection and compliance activities are implemented successfully.
- Write assessment and key learnings reports.
- Oversee research into best practices in program areas as well as how funders and key grantees measure outcomes.
- Attend required meetings and trainings regarding monitoring, evaluation, and reporting requirements, and implement required actions.

Required Knowledge, Skills, and Experience:*

Education: Bachelor's Degree or equivalent

Years of Experience: A minimum of 5-7 years of experience in fundraising, grant writing and development, program management/evaluation, and/or grant management.

Skills:

- Proven experience in fundraising, resource development, marketing, communications and/or a related field, with a track record of successful fundraising initiatives.
- Knowledge of most of the following: Greater Boston area/Massachusetts and national community development philanthropic funders; programming focused on housing, seniors, youth/adult workforce development, health and wellness with a focus on health equity/social determinants of health, civic engagement/organizing, community violence prevention and trauma response.
- Experienced and capable of donor introductions and meetings.
- Use of data collection and program assessment tools, including logic models, evaluation plans, and dashboards.
- Excellent supervision skills and highly collaborative style.
- Excellent writing/editing and verbal communication skills; knows how to craft and tell stories.
- High energy, maturity, and leadership with the ability to position communications and fundraising discussions at both strategic and tactical levels.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, residents, community partners, and other supporters.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing.
- Demonstrated problem-solving ability, accuracy, and attention to detail.
- Proficiency with Microsoft Office, particularly Excel, and knowledge of Salesforce.
- Excellent listening, written and verbal communication skills.
- Ability to work occasionally in the evenings and weekends.

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