



**Title:** Development Director, Boston

**Reports to:** Vice President of Development, East Coast

**Type:** Full-time/Exempt

**Location:** Boston, MA

**How to apply:** Please send a resume and cover letter to: [DevelopmentJobs@buildon.org](mailto:DevelopmentJobs@buildon.org)

## Overview of the Organization

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. In the United States, buildOn runs intensive service learning programs in 40 under-resourced, urban high schools in seven major cities. Through these programs buildOn empowers youth to transform their communities through service. Over the last 26 years 100,000 youth have contributed more than 2.0 million hours of service and touched the lives of more than 1.0 million people living below the poverty line. 97% of these students graduate high school even though more than 40% of kids going to the same schools drop out. Teams of youth from our urban programs also fan out across the world to help build schools in the economically poorest countries on the planet. We have now built over 1,200 schools in Mali, Malawi, Senegal, Burkina Faso, Haiti, Nicaragua and Nepal. Community members from every village where we build have contributed over 2.0 million volunteer work days to build these schools.

## Overview of the Role

buildOn seeks a dynamic fundraising professional to strategically drive Boston's fundraising efforts. As the Development Director, Boston, you will work to transform investors from passive philanthropists to active partners, lead innovative fundraising campaigns to increase revenue, and support our efforts in developing a culture of learning and boundary-spanning as part of ONE buildOn. The ideal candidate is a visionary with measurable results who is able to create a sense of urgency with our partners and potential partners to fully fund all buildOn programs.

Reporting to the Vice President of Development, East Coast, you will be an integral part in engaging strategic partnerships that will help achieve buildOn's aggressive fundraising goals. The Development Director must have the ability to articulate buildOn's mission to new and current donors by working closely with the program team. This is a great opportunity for an entrepreneurial yet process-oriented professional who enjoys thinking creatively to expand revenue opportunities and build a robust pipeline of donors. He/she must have the interpersonal and communications skills necessary to capture and represent buildOn's unique voice and business model. If you have a history of leading successful fundraising campaigns in Boston with measurable results, then buildOn is the right place for you!

## Key Responsibilities

- Develop and implement strategies for solicitation that will grow annual revenue from individuals, corporations & foundations.
- Expand current mid-level gifts with the greatest focus on funding for buildOn U.S.
- Empower all mid-level donors to solicit company participation in the buildOn's Immersion Experiences: Partnership Programs, 36 Hours, and buildOn Treks.
- Strategically create a pipeline of individual and mid-level gift prospects through targeted outreach, leveraging and recruiting board & committee members, the buildOn Immersion Experience Platform: Partnership Program, 36 Hours and buildOn Treks.
- Develop strategies to initiate and meet aggressive fundraising goals through Board development; assuming the responsibility to recruit, train and support board members with recommending and researching potential new major donor's members.
- Target professional networks, diversity and inclusion groups as a unique point of entry for new prospects.



- Work collaboratively with Boston's buildOn U.S. Service Learning Program team to advance fundraising goals.
- Partner with Marketing to engage more corporations in the buildOn Journey from awareness to advocacy with a strong focus on the buildOn's Partnership Program, 36 Hours, and buildOn Treks.
- Support buildOn's regional funding model for our Service Learning programs in Boston, as well as our buildOn Global school construction program.
- Support the Vice President of Development, East Coast on the buildOn Dinner and other regional special events.
- Convert mid-level event sponsors into major partners and advocates for buildOn U.S. through buildOn's Immersion Experiences.
- Demonstrate your ability to multi-task, be strategic, entrepreneurial and a savvy relationship builder.
- Analyze supporter data to find new opportunities, ensure all activities are measurable to drive efficiencies and maximize results.
- Demonstrate the ability to manage the logistics for large-scale special events.
- Fill pipeline of foundation prospects through outreach to current stakeholders, boards, and networks.
- Research global, national and regional foundations whose funding aligns with our work.

### Core Competencies

- *Hustle*: The courage, confidence, self-belief, self-motivation, and self-determination to work fearlessly with passion and grit and tries really, really hard to get the job done.
- *Grit*: The ability to sustain effort in the face of adversity. Maintain consistency and focus over time with a "never give up" attitude. Strong dedication to achieving goals.
- *Fundraising*: The ability to raise and secure funds from student organizers and donors to help fuel the buildOn movement.
- *Influencing*: The ability to cultivate and inspire new students, leaders and donors to join the buildOn movement.
- *Relationship Building*: The ability to build meaningful relationships to strengthen team and donor retention.
- *Self-Motivation*: The ability to do what needs to be done, without significant encouragement and support from managers or other team members.
- *Organizational Skills & Creativity*: Excellent organizational skills combined with ability to harness creative energy of team members, leaders, and donors.

### Required Qualifications

- Earnest and sincere commitment to buildOn's Mission and Core Values.
- Bachelor's degree required; Master's degree or non-profit management experience and CFRE preferred.
- 3-5 years of fundraising and/or direct sales experience with a proven track record in closing gifts, event planning, and building relationships preferred.
- A successful track record in cultivating relationships with mid-level gift donors and corporations.
- High-level experience working with fundraising and young professional boards is a plus.
- Extensive knowledge of the Boston philanthropic community and ability to seek out and engage new prospects.
- Excellent communication skills and follow through.
- Ability to track all communications and donor activity in a (CRM) program, specifically Salesforce for non-profits.

*buildOn is an Equal Opportunity Employer.*  
For additional information, please visit our website at [www.buildOn.org](http://www.buildOn.org)