Associate Director of Development
Trinity Boston Connects (TBC), a respected social justice nonprofit, is seeking an Associate Director of Development to join this dynamic and fast-growing community change organization. Trinity Boston Connects people, practices, and processes that unlock opportunities and change the odds for youth of color in Boston. We are looking for an individual who believes passionately in the mission of Trinity Boston Connects and understands the necessity to address systemic racism both personally and professionally.

If you are interested in working on a team that “walks-the-talk” and are looking for a challenging position with growth opportunities, then please consider the following detailed description and apply!

The Organization
TBC was born out of the social justice mission of Trinity Church in the City of Boston. We believe that Boston’s future cannot be changed without programmatic interventions that integrate three Community Practices deemed essential for effective youth programming and organizational development: Trauma Inclusion, Restorative Justice, and Racial Equity. The integration of these practices forms the basis of our programming, including our convening, training, and consulting work with other youth serving organizations throughout the City of Boston.

Our youth development programs create safe and supportive communities that inspire youth to develop the socio-emotional learning (SEL) skills necessary for academic, life and career success. These programs include: Sole Train: Boston Runs Together, Trinity@McCormack, Trinity Education for Excellence Program (TEEP) and the Yoga and Wellness Program for the Department of Youth Services (DYS) providing direct services to nearly 1,000 youth and families.

To truly change the odds, the communities in which our youth live, learn, and develop must also change. It is not enough to help young people navigate oppressive environments, we strive to help change the schools, institutions, and organizations within which our programs operate so that they can be more supportive and nurturing. Furthermore, as a learning organization, we develop and share best practices with other youth-serving organizations through our Organizational Equity Practice and Trinity Boston Counseling Center. Through these two programs we provide clinical services and convening, training, coaching and consulting offerings to Boston youth-serving organizations to promote collaboration and effect enduring change in the systems and organizations that impact an additional 15,000.

TBC has a staff of 30 and an annual budget of $3 million+ comprising grants from foundations and corporations (1/3); charitable contributions from individuals (1/3); and Trinity Church grants designated for social justice work, contracts, and events (1/3). In-kind support is provided by the church in the form of office and program space and administrative and financial services. TBC is governed by a 24-member Board of Directors. Generous volunteers give their time as mentors and ambassadors in the community.
The Position

The position includes both direct engagement with donors, cultivation of effective volunteer fundraising teams, optimization of our Raiser’s Edge management system, and the development of the administrative infrastructure to support them.

The Associate Director of Development (ADoD) is responsible for developing and growing a strategic individual giving program at TBC along with managing events, volunteer engagement and development operations to achieve multi-year goals. With an annual individual and event program goal of securing approximately $1.5M of TBC’s annual budget of $3M, works to create and execute strategies to identify, research, cultivate, solicit and steward current, former and potential individual donors. Key among those strategies are annual fundraising events such as the Bostonians for Youth (BFY) Gala, Team Trinity participation in B.A.A. Marathon and Rodman Ride for Kids, the Sole Train 5K, and the Annual Fund. Collaborates with the Leadership Team, Board members and colleagues in all aspects of donor stewardship and solicitation.

The Associate Director of Development reports directly to the Chief Development and Communications Officer, manages the Events and Development Operations Manager, and shares management responsibility with the Finance Manager for the Finance and Development Operations Assistant. The Associate Director of Development will work in tandem with the Institutional Giving Program Manager and members of the Communications team. This is a full-time exempt position.

The Development and Communications Team

The Development and Communications Team is entrepreneurial, highly collaborative, and passionately committed to the role it plays in financially enabling TBC’s multi-faceted social justice work, both supporting direct service programs and systems change work with other youth-serving organizations and institutions in Boston. We understand that dismantling the impact of systemic racism is fundamental to truly changing the odds for Boston’s youth of color. We support a dedicated and highly expert program and administrative staff by raising money from individuals, foundations and corporations, and by raising the visibility of what we are doing throughout our ever-deepening donor base and the broader community.

Responsibilities

Management and Strategic Direction

- Manage, coach and support the Events and Development Operations Manager, Finance and Development Assistant; and contract employees when utilized.
- Work collaboratively with, and within, a diverse, high-performing development team.
- Create and promote a positive multicultural work environment with a strong commitment to diversity and racial equity.
- Develop inclusive, equitable, and anti-racist fundraising practices.
- Effectively communicate goals, outcomes, and successes to staff, the Board, donors, other constituents and stakeholders.
- Engage, inform and include TBC’s Board in leveraging and securing resources for events and individual giving efforts.
- Actively engage and energize staff, volunteers, Board members, event committees, partner organizations, and donors in achieving the fundraising goals.
- Deepen and strengthen the relationship and connection between Trinity Church and Trinity Boston Connects.
- Actively embrace TBC’s mission within our community and communicate it in an authentic and meaningful way to a diverse community.
Development and Marketing

- Support the Chief Development and Communications Officer in engaging the Board Development Committee in achieving annual and multi-year development goals.
- Help develop equitable fundraising practices that can serve as a model for other nonprofit organizations.
- Build and implement effective annual fund strategies to engage, renew and acquire donors at all levels through direct mail and personal solicitation.
- Oversee a stewardship program to cultivate deeper ties with donors at all levels.
- Create timely solicitations, renewal letters, and thank you materials for all donors.
- Serve as primary contact for donors making annual gifts of $1,000 level and below.
- Plan cultivation events to recruit first-time/entry level gifts and maintain current donors.
- Implement and track direct mail, telephone campaigns, and online giving.
- Monitor development individual giving and events budgets with financial manager.
- Working with the Communications team leverage a variety of communications methods and social media platforms to inform and engage existing and potential donors and stakeholders.
- Performs other duties as assigned.

Events Management and Volunteer Engagement

- Develop and manage large and small events which inspire volunteer and donor engagement and a broad base of support for our mission. Meet or exceed event sponsorship goals.
- Manage the BFY Event Planning Committee and work closely with the Board and Host Committee to effectively and efficiently deliver a high quality, successful event.
- Work closely with staff colleagues to develop and execute an inspiring BFY program.
- Lead the coordination and management of the Annual Fund campaign, fundraising events, and team volunteer fundraising efforts.
- Work with the communications team in providing collateral, materials, and multi-media updates to maximize visibility for all events.
- Manage meaningful volunteer engagement for external events, including TBC’s full participation in Rodman Ride for Kids and Boston Marathon charity teams as well as the Sole Train 5K to maximize fundraising potential and realize its success.

Operations and Raiser’s Edge Management System

- Strengthen development operations processes and systems.
- Strategically manage the Raiser’s Edge system to support effective, efficient, and continually improving development operations.
- Oversee and optimize the organization’s use of the Raiser’s Edge management system to strengthen donor engagement and fundraising.
- Establish polices and processes for department personnel to follow to ensure accurate data entry, record maintenance, timely donor and prospect information, and effective use of reports.
- Organizes Raiser’s Edge staff training and coaching as needed to cultivate ongoing learning and a broad knowledge base throughout the development department.
- Orchestrate continual improvements in the use of the Raiser’s Edge Database to improve fundraising success rates and optimal donor responsiveness while ensuring IRS compliance.
- Ensure timely, meaningful correspondence for all individual gift prospects and robust use of TBC’s Raiser’s Edge database.
- Collaborate with the staff, Trinity Church staff, and multiple internal and external stakeholders to develop, refine, implement and evaluate operational plans and processes.
- Maintain compliance with all applicable laws and regulations.
Qualifications Desired

- 6+ years development experience.
- Professional experience in managing a development team and/or program.
- Bachelors or Master’s in social work a plus.
- Demonstrated commitment to social justice with the ability to talk about systemic racism and oppression especially within the context of TBC’s mission.
- Knowledge of social emotional learning skills and community practices of racial equity, restorative justice and trauma-informed care.
- Demonstrated experience with direct mail and donor cultivation.
- Extensive experience with Raiser’s Edge as a management system.
- Ability to build and maintain a cohesive team and provide strategic direction for a diverse staff and donor portfolio.
- Ability to develop strong relationships with people from a wide range of backgrounds.
- Comfortable with communication and social media platforms, including Constant Contact, Facebook, Instagram, LinkedIn, Mail Chimp, Twitter, WordPress.
- Strong organizational skills.
- Excellent written and oral communications skills (writing/editing, professional phone manner)
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Ability to maintain composure under pressure, to prioritize among competing needs.
- Self-directed, professional and resourceful style, the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects.
- Ability to work effectively in an entrepreneurial environment which requires both tactical and strategic skills.

Trinity Boston Connects is an equal opportunity employer and is committed to building a culturally diverse, equitable, and inclusive team. We strongly encourage applications from a wide range of backgrounds.