

## **Strong Women, Strong Girls Boston seeks Director of Development & Communications.**

### **Organizational Summary:**

Strong Women, Strong Girls (SWSG) is a multigenerational mentorship organization with programs in Boston and Pittsburgh. SWSG champions the aspirations and potential of girls from under-resourced communities through innovative mentorship experiences grounded in the lessons of strong female role models. Our mission is to empower girls to imagine a broader future for themselves through after school sessions facilitated by college mentors, who are themselves mentored by professional women. Our vision is that all girls and women will realize their inner strength to dream and do.

### **Position Summary:**

SWSG Boston is seeking a Director of Development & Communications (DDC) to lead the organization's overall fundraising strategy. Under the direction of the Executive Director, the DDC will be responsible for developing and implementing a comprehensive fundraising strategy, in addition to an integrated communications strategy and development operations plan. Revenue streams include: Individual Giving, Fundraising Events, Workplace Giving, and Foundation/Corporate grants.

The ideal candidate will possess strong leadership qualities, guiding the staff and Board in best development industry practices while also remaining a team player working alongside an enthusiastic ED ready to expand individual giving and event revenue. The DDC will have the opportunity to be a key player both in an internal operations role (managing development operations, communications strategy etc.), and in an external facing role (direct fundraising, event management etc).

This is a great opportunity for a development professional who has several years of experience in particular areas of development functions who is looking to expand their role as a development generalist in a small shop with a hard working team dedicated to empowering young girls and women.

### **Position Responsibilities:**

#### **Fundraising Planning & Execution**

- Design, implement and evaluate annual fundraising plan with a target revenue of \$850K+.
- Manage a portfolio of individual donors through the prospecting, cultivation, solicitation and stewardship cycles.
- Create strategies to expand and solidify the individual giving program, including but not limited to the following areas: board giving, monthly sustainers, volunteer giving, and event attendee cultivation.
- Produce and update development reports for the Executive Director and Board (cash flow forecast, YTD fundraising status, monthly individual giving, etc.)
- Supervise the full time Volunteer Engagement Manager who manages individual and corporate volunteer activities.
- Manage the part-time, grant-writing consultant's workflow to ensure that they meet deadlines and revenue goals for foundation and corporate grant activities.

#### **Event Planning**



- Manage the planning and execution of all SWSG fundraising events, including the Women's Leadership Breakfast and donor cultivation events.
- Support other SWSG team members in effective integration of fundraising strategies into program events, including Jump into Spring and Strong Awards.

### **Development Operations**

- Manage the organization's current transition into Salesforce and ongoing utilization of database tools and reports.
- Develop and oversee utilization of development operations handbook.
- Track and report fundraising progress, using data analysis to inform revenue forecasting and development planning.
- Oversee donor data entry, gift processing and donor acknowledgement activities by Administrative Assistant.

### **Communications**

- Develop SWSG Boston's annual communications plan including both digital (email marketing, social media, website etc.) and hard copy (annual appeals, event invitations, donor reports etc.) collateral.
- Lead efforts to create the annual Social Impact Report, in close partnership with the Executive Director and program team.
- Lead SWSG's PR efforts, including press release and op-ed development.
- Explore opportunities for additional marketing efforts to raise awareness of the SWSG brand and engagement with the mission.

### **Miscellaneous**

- Provide support to the Executive Director and Board of Directors as needed.
- Support other projects as needed.

### **Required Qualifications:**

- Bachelor's Degree
- 5+ years of development experience, with a proven track record of building strong relationships, securing funding, and engaging donors.
- Proven ability to cultivate and engage diverse stakeholders.
- Track record of successful event planning and execution.
- Experience with Salesforce, or another CRM or donor database.
- Excellent written and verbal communications skills, with strong attention to detail.
- Ability to work well independently in a fast-paced environment, while collaborating across internal job functions.
- Strong commitment to supporting the healthy development of women and girls.



**STRONG WOMEN  
STRONG GIRLS**

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[www.swsg.org](http://www.swsg.org)

**To apply, please send an email to [bostonops@swsg.org](mailto:bostonops@swsg.org) with your resume and cover letter attached as pdf's.** Please format the subject heading, "Director of Development & Communications - First Name Last Name." Salary is commensurate with experience. SWSG offers generous employee benefits and time off.

*Strong Women, Strong Girls is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Knowing its importance to the success of our work, SWSG is committed to diversity and inclusion, and we aspire to build a diverse staff team and community. We strongly encourage people of all backgrounds to apply. We appreciate your time and will review and respond to all applications received.*