

Strong Women Strong Girls seeks Director of Development, Boston

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 to lead the SWSG Boston's overall fundraising strategy. Under the direction of the CEO, the DOD will be responsible for developing and implementing a comprehensive fundraising strategy, in addition to a development operations plan. Revenue streams include Individual Giving, Fundraising Events, Workplace Giving, and Foundation, Corporate and Government grants.

Position Responsibilities:

Fundraising Planning & Execution

- Design, implement and evaluate annual fundraising plan with a target revenue of \$750K+.
- 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 CEO and Board (cash flow forecast, YTD fundraising status, monthly individual giving, etc.)
- Supervise the full-time Program and Community Engagement Coordinator as it relates to 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 SWSG Boston's 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 ongoing utilization of the organization's database, Salesforce, 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 acknowledgment activities by the Administrative Assistant.

Miscellaneous

- Provide support to the CEO 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.

To apply, please send an email to bostonops@swsg.org with your resume, cover letter and salary expectations attached as pdf's. Please format the subject heading, "Director of Development - 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.*