



## **DEVELOPMENT MANAGER**

**BOSTON, MA**

### **About Us and Our Philosophy:**

Boston Youth Sanctuary (BYS) is a one-of-a-kind therapeutic after-school program for youth ages 6-11 who have experienced traumatic events or circumstances in their lives. We work with children and families from the Boston community providing clinical and case management services designed to improve youths' functioning in home, community and academic settings by addressing the needs of children by providing wrap-around services to them and their families in one centralized location.

We are a community-based organization in the truest sense of the word. Our program was developed based on the identified needs of the community, continues to be responsive to the evolving needs of the community, and maintains the needs and experiences of our clients at the very core of our work. Led by a diverse team of talented professionals, we work like a family to support our families.

Please visit [bostonyouthsanctuary.org](http://bostonyouthsanctuary.org) for more information about our organization, program, and team.

*Boston Youth Sanctuary celebrates the diversity of our nation and community, and we seek to build a team that reflects that diversity. We welcome and encourage all qualified applicants who share that same vision, as we want to engage all those who can contribute to our work and this mission. We encourage individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law.*

### **The Opportunity:**

We are seeking an outstanding Development Manager to support Boston Youth Sanctuary's fundraising efforts in support of growth to serve more students and families. The Development Manager will execute against the organization's development strategy, in partnership with the Executive Director and Director of Finance and Operations, and will participate in building the systems and processes necessary to support a robust development function.

### **Your Contribution**

*In this role, you will be asked to:*

- Work with the Executive Director and Director of Finance and Operations to execute against a long-term development strategy that will support the growth of the organization

- Support all aspects of the gift cycle to identify, qualify, cultivate and solicit individual, corporate and foundation donors and prospects, ensuring that the Executive Director, Director of Finance and Operations, and Board have the tools and support needed to effectively steward and grow donor relationships
- Research, write and track grant proposals in support of BYs's work
- Track key metrics of success on a regular basis to inform progress against goals and create reports for funders and Board members
- Bring a systems orientation to consistently improve systems and tactics to deliver as efficiently as possible on the Development plan
- In partnership with leadership, develop and implement major gifts solicitation, donor retention, and donor growth strategies
- Create strong systems for managing relationships with prospects and supporters, and ensuring customized communication and follow-up involving donor visitation, tours, direct mail, phone, email, and internet

### **Your Qualifications**

*As the incoming Development Manager, you will possess many, though perhaps not all, of the following characteristics and qualifications:*

- You are hard-working, organized, and detail-oriented, with at least 3 years of professional experience, preferably in the development field
- You demonstrate a strong connection to mission and vision of BYs; you view the development function as a service to the programmatic work of the organization and you seek to understand the needs of the community in order to tell the organization's story in a culturally appropriate way
- You have excellent people-skills that translate to all of BYs's different stakeholders (youth, staff, board, donors, volunteers) combined with outstanding oral and written communication skills
- Your work is based in a commitment to understanding and communicating effectively across cultural backgrounds, with a deep sense of value and respect for different personal and life experiences
- You exhibit common sense and are able to manage multiple competing priorities in a fast-paced environment
- You bring a positive approach, can-do attitude, sense of humor, and grace under pressure and the ability to demonstrate tact, diplomacy, discretion, and professional judgment
- You have a schedule that allows some flexibility to work evenings and weekends as required
- You have a high level of proficiency in Microsoft Office programs and a comfort with technology
- Bachelor's degree or equivalent experience is required

### **How to Join Our Team:**

Please upload a resume and a **thoughtful and targeted cover letter**, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, addressed to Jana Karp, Executive Director, at <https://koya.refineapp.com/jobPosting/apply/2065>

Applications will be reviewed on a rolling basis.