

CASA MYRNA

JOB DESCRIPTION

Director of Development and Communications **Monday – Friday, 9 - 5 PM, evening hours as needed, Exempt**

Casa Myrna is Greater Boston's foremost provider of shelter and comprehensive services to victims of domestic and dating violence. The agency maintains three residential programs in Boston for women and children made homeless by domestic violence, a comprehensive range of supportive services provided at the programs and at the main office, and Safelink, the only statewide 24/7 toll-free domestic violence hotline in Massachusetts.

Reporting to the agency's CEO, the Director of Development & Communications is responsible for providing the strategic direction and leadership of the agency's fundraising efforts, analyzing the annual funding needs of the agency, and developing and implementing strategies to meet those needs. Duties include responding to appropriate RFR's for public grants, managing the grant renewal process, securing corporate and foundation support, cultivating and stewarding individual donors and overseeing the planning and execution of special events. The Director provides support to the CEO and the Board of Directors in their roles as solicitors tasked with identifying, cultivating, and soliciting major donors.

The Director is also responsible for developing communications strategies that enhance the public visibility of the agency and the issue of domestic violence, through the agency's website, social media, ad campaigns and other means. Finally, the Director has responsibility for oversight of all web-based and print-based materials created and/or disseminated by Casa Myrna both internally and externally.

Principal Duties and Responsibilities

- In collaboration with senior leadership team, develops annual fundraising goals for the agency
- Develops an annual fundraising strategy to meet those goals
- Directs the development and submission of all grant proposals, both public and private
- Identifies new sources of funding for the agency's work, both public and private
- Cultivates and stewards agency's donors and solicits donations throughout the year
- Works with Board of Directors and their Development Committee to identify, cultivate and solicit major gift donors
- Creates and executes special events, in collaboration with Board and other volunteers
- Tracks and reports progress on fundraising goals to CEO and Board
- Responsible for the agency's website, social media and all e-communications functions
- Responsible for production of agency's Annual Report and any other communications requested by CEO or Board
- Creates outreach materials for the agency as needed
- Creates and implements direct mail campaigns and other mass-market fundraising efforts
- Manages the agency's donor database (Raiser's Edge)
- With members of the leadership team, identifies opportunities to build programmatic capacity and/or launch new programs
- Responds to media inquiries
- Manages relationships with donors of in-kind goods and services; solicits these donations as needed by programs
- Seeks and maximizes opportunities to publicize the agency's work
- Designs and implements ad campaigns to highlight the issue of domestic violence and the resources available to victims at Casa Myrna
- Supervises development staff

Qualifications and Requirements

- Energetic professional with minimum of 5 years of senior-level experience in development
- Experience motivating individual donors, volunteers and Board members to support the mission of a non-profit
- Track record of successful fundraising from multiple sources
- Experience reviewing and responding to government RFPs
- Track record of managing projects/meeting deadlines using outside vendors and consultants
- Ability to articulate complex ideas and issues with clarity and forcefulness
- Excellent written and spoken communication skills
- Experience with Raisers Edge, Excel, MS Office, Joomla and/or HTML, Adobe CS3
- Experience working in a fast-paced environment with competing deadlines and complex collaborative projects involving multiple partners
- Experience working in a multicultural environment
- Ability to motivate colleagues, staff, donors and volunteers
- Flexibility, patience and sense of humor essential
- BA required, MA preferred

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves binders of printed material. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: Commensurate with Experience

Location: Boston (South End), MA

Approx Start Date: ASAP

Casa Myrna is an equal opportunity employer committed to workforce diversity.
Please submit cover letter, resume and salary requirements to hr@casamyrna.org