



## **Request for Applications: Assistant Director of Development**

**Job Title:** Assistant Director of Development

**Organization:** Shooting Touch

**Location:** Boston (90% remote, 10% in person, must live in the Greater Boston Area)

**Type:** Full-time, Exempt

**About Shooting Touch:** Shooting Touch is an international sport-for-development organization whose mission is to use the mobilizing power of basketball to bridge health and opportunity gaps for youth and women facing racial, gender, and economic inequalities, serving over 30,000 youth and women a year in Boston and Rwanda.

**Position Overview:** Shooting Touch seeks an experienced non-profit professional to join our growing, award-winning global sport-for-development organization. We seek a highly motivated and organized individual to join our team as the Assistant Director of Development. The Assistant Director of Development will support Shooting Touch's fundraising efforts, ensure effective donor management, coordinate impactful events, and handle administrative responsibilities supporting our domestic and international teams. The successful candidate will work closely with the Chief Advancement Officer to cultivate and steward relationships with donors, plan and execute events, and manage day-to-day administrative tasks. The ideal candidate will be a passionate team player but an independent thinker with a strong fundraising and events background who is positive, energetic, relationship-focused, organized, and a go-getter.

### **Key Responsibilities:**

#### **Event Management:**

- With the support and insight of the Executive and Chief Advancement Officer, this position is the lead responsible for the management and execution of all fundraising events in FY2024, including the annual Golf Tournament, annual Summer Clinic, annual Gala, and Annual Road Races, including the Boston Marathon and Falmouth Road Race, assisting with community program-based program events, donor receptions, cocktail parties, and community engagement activities.
- Collaborate with internal teams and external vendors to ensure seamless event logistics.
- Manage event budgets.
- Work with marketing team to ensure consistent branding and organizational messaging is delivered throughout all events.
- Evaluate event success and identify opportunities for improvement.

#### **Donor Management:**

- Build and maintain relationships with donors, sponsors, and supporters.
- Implement strategies to identify, cultivate, and retain new donors.
- Track and manage donor contributions, ensuring accurate and timely acknowledgment.
- Work with the Chief Advancement Officer and the Executive Director regularly.

#### **Administrative Tasks:**

- Oversee general administrative duties to support the Development team.

- Maintain donor databases and ensure data integrity.
- Prepare reports and other materials for internal and external stakeholders.

**Communication and Collaboration:**

- Collaborate with the communications team to create materials for donor engagement.
- Assist in the development of fundraising campaigns and appeals.
- Communicate effectively with team members, donors, and external community partners.

**Qualifications:**

- Bachelor's degree.
- 5+ years of experience in non-profit Development, focusing on donor relations and event management.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively.

**Salary and Benefits:** This is a year-round, 40-hour/week position, with a salary range of \$60,000-70,000 based on experience. Health and retirement package. Flexible PTO, flexible in office and work for home, health and retirement benefits, bonuses, and incentives.

**How to Apply:** Interested candidates should submit a resume, cover letter, and three professional references to [liza@shootingtouch.com](mailto:liza@shootingtouch.com). Please include "**Assistant Director of Development Application**" in the subject line. Applications will be accepted until **February 15, 2024**.

Website: [shootingtouch.com](http://shootingtouch.com) | Instagram: [instagram.com/shootingtouch/](https://www.instagram.com/shootingtouch/) | Youtube: [youtube.com/c/shootingtouch](https://www.youtube.com/c/shootingtouch)

**Shooting Touch is an equal-opportunity employer committed to creating an inclusive and diverse workplace that values diversity, equity, and inclusion, and we encourage candidates from diverse backgrounds to apply.**

**Equal Opportunity Employer:** We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Diversity and Inclusion Commitment:** We are committed to building a diverse and inclusive workplace. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

**Encouragement for Diverse Candidates:** We strongly encourage candidates from underrepresented backgrounds to apply. Our goal is to create a diverse and inclusive work environment that reflects the communities we serve.

**Non-Discrimination Statement:** We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.