Development Director

About the Institute for Nonprofit Practice

Founded in Boston in 2007, the Institute for Nonprofit Practice (INP) transforms communities by equipping the most promising nonprofit leaders with the skills, confidence, and resources they need to make their organizations effective, innovative, and sustainable.

INP achieves this mission through comprehensive, year-long certificate programs that, to date, have equipped 1,400 senior level, mid-career, and emerging leaders with the management tools and networks they need to boldly advance their careers and be a force for social change in their organizations and communities.

Behind INP’s rigorous programming to develop leaders is an organizational culture that is thoughtful and attentive to its staff. Outstanding benefits and a strong sense of community and values are key aspects of what makes INP unique. An intentional and wide-reaching focus on diversity, belonging, equity, and inclusion is core to INP’s mission and is part of every aspect of the organization’s work: over 60% of INP faculty, staff, and students are people of color.

After over a decade of success expanding across New England, INP is looking ahead to the next chapter of growth and has already begun to broaden its impact by launching programming in New York City in 2019 with plans to grow to new regions across the country in the coming years.

For more information on the Institute for Nonprofit Practice, visit www.nonprofitpractice.org.

The Opportunity

The Institute for Nonprofit Practice was built to fundamentally disrupt the status quo and ensure that the nonprofit workforce is exponentially more effective, connected, equitable, and diverse. As our nation confronts its long legacy of systemic racism and oppression while simultaneously grappling with a public health crisis, it is more critical than ever that nonprofit and community leaders have access to the information, experts, and networks they need to expedite social change and keep communities strong.

In response to these crises, INP is not stepping back, but stepping up. We have launched The Tomorrow Fund, a movement to help nonprofit leaders, and in particular, Black, Indigenous, leaders of color, rebuild, reimagine, and restore as they navigate the massive challenges they face. For the first time in our organization’s history we are completely waiving tuition for all
students in the class of 2021, as well as launching an ambitious series of free programming for the larger nonprofit community. We have more work to do to fully support our students, 1,400 alumni, and the broader nonprofit community over the year ahead, but we are in a strong financial position to continue our work.

At this exciting time of growth, INP is seeking a Development Director to join our effective, collaborative, and diverse team. The Development Director will report directly to the VP Advancement and work with senior leadership on crafting compelling, well-researched, and relevant grant requests, reports, materials, and more. Excellent writing skills, problem-solving abilities, a willingness to take initiative, and a deep commitment to diversity, equity, and inclusion are vital components of this role.

**Responsibilities**

As the Development Director you will be responsible for the following threads of work:

- **Grant Writing and Donor Cultivation Materials**: Prepare compelling reports, proposals, and presentations for all foundations and corporate partners in the portfolio, implementing a variety of voices and styles. Access, organize and synthesize information provided by the development and senior teams to create attractive, accurate, and well-written materials for donor cultivation.

- **Relationship Management**: Oversee a portfolio of donors, primarily foundations and corporations, and project manage all stages within the cultivation cycle. Serve as the day to day point person for key funders and prospects within the portfolio. Proactively identify new potential partnerships and support all aspects of their cultivation, solicitation, and stewardship. Prepare funder correspondences and funder meeting materials for Senior Leadership.

- **Strategy Development**: Support strategy development for revenue generation and the identification of major partners to support growth and program quality. Collaborate with Senior Leadership to identify strategies and opportunities to increase institutional and individual giving.

- **Operations and Capacity Building**: Enhance and maintain the systems and infrastructure for all grant writing functions, including identifying new prospects, grant acquisition, grant reporting, and stewardship.

**Other duties as assigned**: INP is a small, growing, entrepreneurial organization and every staff member is expected to provide support to the broader INP team and adapt as needed to achieve our mission.

This is a full time, exempt position and reports to the VP of Advancement. Location is flexible, candidates in the Greater Boston or New York City area preferred.
Candidate Profile

While no one candidate will possess every quality outlined for this position, the successful candidate will bring many of the following professional qualifications and personal attributes:

- Authentic passion for INP’s mission. Experience in the racial and gender equity space preferred,
- 7 plus years of professional experience in a nonprofit organization; demonstrated success in a development function,
- Commitment to continuous improvement,
- A flexible and adaptive work style,
- Exceptional organizational and time management skills with strong attention to detail,
- Deadline oriented and able to manage multiple priorities,
- Ability to compel others to take action as a key storyteller and skillfully synthesize complex ideas into sophisticated writing in a variety of styles and formats,
- Experience writing and managing grants,
- Experience developing grant and project budgets,
- Proven experience in developing strategies for donor retention, growth, and success with complex requests.

Salary Range

Competitive salary and benefits package based on experience. We offer a strong benefits package with medical/dental insurance, 401(k) retirement match, paid vacation, professional development, and more.

The Institute for Nonprofit Practice is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences.

The Institute for Nonprofit Practice does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, military status, veteran status, genetic information, gender identity, or any other characteristic protected by applicable federal, state, or local law.

To Apply

Please send resume and cover letter to jobs@nonprofitpractice.org; materials may be addressed to Audrey Gillis. Please include “Application for Development Director” in subject line.