Boston Farms Community Land Trust is seeking an organized individual with strong writing skills to assist with producing grant applications, tracking donor information, and organizing events -- to raise resources to support our mission, and to grow their role and capacities over time.

**RESPONSIBILITIES**

- Provide strategic and creative leadership in raising approximately $1.5-3M in annual contributed revenue through individual and planned giving, foundation and government support, business sponsorship, and special events.
- Lead the execution of our annual fundraising planning process to produce effective strategies to achieve or exceed income targets across a range of revenue streams.
- In collaboration with the Executive Director and Fundraising Chair, set goals for each line of contributed income based on organizational history, programmatic goals, and the current philanthropic landscape.
- Co-Chair the fundraising committee along with a board member to directly engage the Board and appropriate committees on all fundraising initiatives.
- In cooperation with the Executive Director, lead the development of any long-term fundraising strategy to achieve agreed long-term organizational goals
- Pursue foundation and government funding: research and identify prospects, write grant proposals, and oversee grant monitoring and reporting
- Manage donor research, cultivation, tracking, correspondence, and acknowledgment
- Fostering ongoing relationships with donors
- Lead the creation of a development database, and oversee data entry and tracking of fundraising data
- Organize semi-annual fundraising event

**REQUIREMENTS**

- 5+ years experience with nonprofit fundraising or Bachelor’s degree in journalism, public relations, communications, fundraising, or similar area
- Knowledge of the philanthropic community in Boston and nationally
- Strong writing and research skills; highly organized and efficient
- Experience leading a team to success
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent programs
- Comfort and experience working with the diverse communities of Boston
- **Preferences:** Background in grant writing; experience with donor and grant management or CRM systems like Salesforce or Microsoft Dynamics
- **Key Characteristics:** driven, self-motivated, self-directed, eager to learn, personable, diligent, flexible

To Apply: Please be sure to read this posting thoroughly.

If interested, please email your cover letter and resume to jobs@bostonfarms.org, with the subject line ‘Fundraising Director Application’.

We welcome diverse candidates and residents of our neighborhoods of Mattapan, Dorchester, and Roxbury.