



# Manager of Development

Hours: Full Time

Location: Boston, MA, mix of in-person and virtual/remote

Compensation: \$67,000-\$72,000, plus a benefits package

## Job Description

Reporting to the Director of Development, the Program Manager, Development is a full time position serving on the development team and offering key support in development and operations to Boston Food Forest coalition's small and growing team.

The Manager will have responsibility for supporting the development team and Development Director in managing projects, conducting research, connecting with and growing a portfolio of under \$1,000 donors, and managing projects related to online fundraising and monthly giving.

BFFC is in an entrepreneurial stage of learning and growth in a cutting-edge field, with clear priorities centering diversity, equity, and inclusion. This requires all staff to think creatively, collaboratively, and with an action mindset.

This is an ideal position for someone who has experience in any of the following: marketing, communications, executive administration, program management or fundraising. We're looking for someone who is a quick learner, a strong communicator, and who approaches their work with proactivity and a strong sense of responsibility and who wants to learn and grow.

## Responsibilities

### **RESEARCH & DONOR STEWARDING AND PROSPECTING**

- Conduct online research and utilize tools (Wealth Engine, DonorSearch, etc) to increase BFFC Individual pipeline of donors and work with Development Director to engage these audiences.
- Proactively and creatively contribute to new ideas on how to engage audiences, brainstorm with Development Director and Executive Director.

### **FUNDRAISING COMMUNICATIONS: CONTENT & MANAGEMENT**

- Manage projects related to online Fundraising and Annual Fund (Monthly Giving)
  - Draft, edit and send weekly emails + fundraising email campaigns
  - Develop & execute donor campaigns, maintain welcome email series (no experience necessary, just proactive and can-do attitude!)
- Support Development Director in managing email marketing and creative online campaigns utilizing social media, including Facebook, Instagram, and LinkedIn

- Under the support of the Director of Development, manage and grow a small portfolio of donors:
  - Create and execute strategy on a portfolio of 10-15 donors including timeline and deliverables with support from the Development Director
- Create & deliver all donor collateral for fundraising meetings, including but not limited to:
  - summaries / updates for funding partners
  - talking points for staff, board, etc. ahead of community events
  - formatting / creative support for fundraising collateral
  - grant writing project materials (e.g. copy for past month's news)
- Create, deliver and track (maintain systems) all donor appreciation comms
- Support Dev Director and ED with top donor comms (i.e. welcome packets, custom impact reports, personal touches, etc.)
- Advise & provide content to Comms Manager for donor messaging into monthly newsletter and blog posts

## **ADMINISTRATIVE & OPERATIONS SUPPORT**

- Manage internal systems to track prospect pipelines with Development Director
- Manage budget development and cost tracking
  - Complete expense reports and liaison with Director of Finance as needed
- Manage data entry in Airtable, including assisting ED, DD and others as needed to maintain clean data
- Understand, manage, and facilitate team utilization of BFFC data and tech systems.
- Support the Associate Director in organizational development, e.g., managing the annual staff retreat, strategic planning support, talent/HR support. Propose & help build new systems and processes to streamline operations of the organization.
- Support the Associate Director on some administration, operations , and cross-functional, organization-wide projects.

## **Qualifications**

- Demonstrated commitment to diversity, equity, and inclusion.
- At least 4-7 years of professional experience in fundraising, nonprofit operations, communications or marketing, ideally with exposure to the nonprofit landscape.
- Able to think strategically to engage across multiple platforms with various audiences simultaneously.
- Interest in analytics and in converting data into actionable strategy and/or improvements to fundraising programming and delivery.
- Strong experience in project management and operations.
- Experience and familiarity with various social media platforms, and general understanding of how to use them creatively and strategically. (Facebook, Instagram, and LinkedIn)
- Skills in writing, editing, proofreading, layout/design preferred but not required
- Action-oriented with a flexible and adaptable style.
- Excellent organizational skills and capacity to prioritize and manage time well, with

strong attention to detail.

- Ability to work as a self-starter without oversight, and as a team player who productively engages with others within and outside the organization.
- Ability and desire to learn and grow in new situations and from mistakes; actively integrates feedback to improve.
- Ability to share a clear perspective, both oral and written.
- Experience proactively communicating goals and updates, and eliciting input from various stakeholders.
- Effective at cultivating external relationships and forging new partnerships.
- Familiar with using web browsers and Google suite tools (Gmail, Google Docs, Google Sheets), or similar with willingness to learn Google suite.
- Knowledge of Airtable, Action Network, Act Blue, DonorBox, Stripe, and/or Paypal a plus.

## Benefits

- Salary: \$67,000-\$72,000\*
- Health Insurance
- 40 days Personal Time Off annually (includes: holidays, sick days, and vacation)
- Retirement match
- Professional development stipend
- Cell phone and laptop stipend
- *\*BFFC is committed to internal equity for salary and benefits and therefore does not negotiate compensation.*

## Location

- This is a Boston, Massachusetts-based position that will require some travel between Boston neighborhoods.
- The position will include a mix of in-person and virtual/remote work, with some time spent documenting community events and workshops, interviewing community members and stewards, and supporting cross-coalition on-site events (e.g. fall summit).
- BFFC is committed to sustainability and supports staff in taking time off to balance evening and weekend hours.
- We ask all staff to abide by COVID-19 guidance set by the City of Boston.

## Apply

- Please [submit an application in this form](#).
- We will begin to review applications immediately and will accept applications on a rolling basis until the position is filled.
- We will review all submissions, identify viable candidates, and contact *only* those individuals selected to continue in the search process.

Boston Food Forest Coalition is an Equal Opportunity Employer. We actively seek a diverse pool of candidates for this position.

## About Boston Food Forest Coalition

At the intersection of racial equity and climate resilience, the Boston Food Forest Coalition is a community of neighbors transforming vacant lots into public edible parks placed into permanent community control and ownership. Together, we are building resilience in Boston through more equitable access to healthy green space and greater connection to each other and the natural world. More information about BFFC is available on our website: <https://bostonfoodforest.org/>.