



Title: Associate Director of Development

Summary

Reproductive Equity Now seeks a full-time Associate Director of Development to support the design and execution of a comprehensive fundraising strategy to expand philanthropic support for our advocacy, education, and political work.

The Associate Director of Development will report to the Chief Development Officer and work closely with the development team and broader staff to manage mid-to-major-level donors, run multi-channel fundraising campaigns, supervise junior staff, and support donor engagement events. This role will also hold a portfolio of approximately 80 individual and corporate donors and prospects and be responsible for cultivation, solicitation, and stewardship strategies to foster long-term support.

The Associate Director of Development will have the authority to hire and will serve as the immediate supervisor of development department employees, including the Development Coordinator, who will be responsible for the administrative management of development operations at the organization. Supervision of the development department employees, including the Development Coordinator, will involve hiring, evaluation, general day-to-day oversight, recommendations related to compensation, and disciplinary authority, if needed.

The Associate Director of Development is a hybrid position, requiring frequent travel within New England to meet with donors, as well as occasional night and weekend engagements. Candidates must be located in Massachusetts, Connecticut, and New Hampshire. This is an ideal role for a detail-oriented, equity-minded fundraiser who thrives in collaborative environments and is excited to help scale a high-impact development program at a mission-driven organization.

Key Responsibilities

Area #1: Donor Portfolio Management

- Manage a portfolio of approximately 80 mid-to-major-level individual and corporate donors and prospects, including at least 8-10 meaningful interactions per month.
- Implement tailored strategies for cultivation, solicitation, and stewardship to grow engagement and giving levels.

- Track donor interactions and ensure timely follow-up in collaboration with the Chief Development Officer and consultants.

Area #2: Campaigns & Fundraising

- Execute annual giving campaigns, including year-end appeals and digital fundraising.
- Identify and cultivate new prospects from events and campaign engagement for inclusion in the donor pipeline.

Area #4: Events & Donor Engagement

- Lead planning and execution of cultivation events and support larger fundraising events, including the annual gala.
- Partner with communications staff on event promotion and donor communications.
- Manage and grow the corporate sponsorship portfolio for the annual Gala.

Area #5: Supervision & Collaboration

- Supervise development department employees, including the Development Coordinator, who will oversee CRM (EveryAction) management, including donor records, tracking, and reporting, and ensure timely and accurate gift processing, acknowledgments, and database hygiene.
- Work cross-functionally to align fundraising with programmatic and communications goals.

Area #6: Reporting

- Generate regular donor and campaign performance reports to support goal setting and strategy

Qualifications

- 5+ years of nonprofit fundraising or related experience, including managing individual donor relationships and corporate sponsors.
- Proven success in donor cultivation and stewardship, particularly with mid-level gifts.
- Familiarity with CRMs (EveryAction preferred), digital fundraising tools, and event management.
- Strong communication skills—both written and verbal—with attention to detail and donor tone.

- Supervisory experience and comfort working in a fast-paced, collaborative environment.
- Deep commitment to racial, economic, and reproductive justice.

Location

The Associate Director of Development is a hybrid position with New England travel and occasional night and weekend engagements required. In-person participation is required to fulfill the role's requirements. Candidates must be located in Connecticut, Massachusetts, or New Hampshire.

Compensation & Benefits

The Associate Director of Development is a full-time, 40-hour per week, exempt position. The salary range is \$85,000-\$95,000 in addition to a generous benefits package including health and dental insurance and a retirement account with employer match.

To Apply

Please send a cover letter, resume, and writing sample to jobs@reproequitynow.org. Applications will be reviewed on a rolling basis until the position is filled. Please specify the name of the position you are applying for in the subject line of your email.

Reproductive Equity Now is an equal-opportunity employer and strongly encourages women, people of color, people with disabilities, and members of the LGBTQ community to apply.