Director of Resource Development

Award-winning Lawrence nonprofit, $5 million budget, seeks full-time Director of Resource Development to support ambitious mission of holistic local revitalization.
Position reports to Executive Director.

About Lawrence CommunityWorks:
Lawrence CommunityWorks (LCW) is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

1. Fundraising & Resource Development
   - Develop and manage annual fundraising targets and revenue projections
   - Oversee foundation, corporate, and government grants cultivation and management
     a. Research prospective funders – local, state & national
     b. Cultivate and maintain relationships with foundation and agency staff
     c. Work with department staff to ensure program goals are coordinated with funding opportunities and priorities
     d. Participate in and support partnership development, as necessary
     e. Coordinate well-written, compelling proposals and reports
   - Sustain and increase LCW’s individual donor base
     a. Research and cultivate major and annual gifts
     b. Leverage Community Investment Tax Credits to incentivize new and existing donors
     c. Steadily grow donor mailing list and increase donation frequency
     d. Explore feasibility & cost-effectiveness of special events
     e. Oversee all donor correspondence, appeals and campaigns, etc.
   - Manage in-kind contributions
     a. Research and coordinate appropriate solicitation of in-kind gifts
     b. Track and cultivate in-kind giving programs

2. Marketing and Communications
   - Strategic oversight of all organizational marketing and PR collateral, including:
     a. Organizational and fundraising impact reports (Annual)
     b. E-newsletters, E-Blasts, and E-Appeals (Quarterly)
     c. Website editing, copywriting, and media updates (As needed)
     d. Social media posts, promotions, and engagement (Daily/Weekly)
   - Manage external public relations and media strategies
a. Coordinate media coverage of events (press releases, broadcast media)
b. Manage library of media coverage for use in fundraising and promotional

3. Organizational Development & Strategic Planning
   a. Report regularly to the ED, CFO, and Board on resource development progress
   b. Develop and regularly update strategic resource development plan
   c. Contribute to annual budgeting and revenue projection process
   d. Determine sustainable, multi-year funding opportunities for program growth in alignment with organizational priorities

4. Supervision & Management
   a. Oversee resource development, marketing and data management staff to ensure job proficiency, productivity, and professional development goals
   b. Draft and implement policies and procedures for department, as necessary
   c. Participate in development of organization-wide policies and procedures
   d. Contribute to bi-weekly management team meetings and discussions

5. Board Relations
   a. Serve as staff liaison for the Board's marketing & development activities
   b. Coordinate and provide fundraising support to the Board, related to annual gifts, donor prospect research and solicitation, special events, and in-kind giving

Qualifications & Experience

- Excellent written and oral communication skills
- Minimum of 5-7 years relevant experience fundraising, managing donors, and writing complex funding proposals
- Familiarity with state and federal contract management
- Very well-organized, thorough, & detail-oriented
- Flexible, adaptable team player; willing to work occasional late nights to meet important deadlines if necessary
- Good managerial skills and ability to effectively supervise and motivate staff
- Excellent follow-up and follow-through skills
- Cool under pressure; comfortable with deadlines and multiple responsibilities
- Self-motivated, self-directed, takes initiative
- Good project management skills
- PR/marketing skills/experience a plus
- Bilingual/bicultural a plus
- Interest in/commitment to LCW mission and approach
- Knowledge of community development, organizing, asset-building, or youth development fields a plus
- Proficient with Microsoft Office and social media

Please send resume, cover letter, and a writing sample (NO CALLS PLEASE) to: Maggie Pagan, Human Resources, LCW, 168 Newbury Street, Lawrence, MA 01840
npagan@lawrencecommunityworks.org