



<b>Job Title:</b>	Director of Development
<b>Position Type:</b>	Full time
<b>Salary Range:</b>	85k – 95k (plus bonus opportunity)

**Location:** Woburn, Massachusetts

**Organization:** NAMI Massachusetts

**Organization Description:** The National Alliance on Mental Illness of Massachusetts (NAMI Mass) is a statewide, nonprofit grassroots education, support, and advocacy organization dedicated to improving the lives of those affected by mental health conditions. Founded in 1982, our mission is to seek to improve the quality of life for people living with mental health conditions, their families, and their caregivers. We work to ensure that all people impacted by a mental health condition receive the support they need when they need it. We use our voices as people and families with lived experience to challenge discrimination and advocate for a more equitable and just world.

**Position Summary:** The Director of Development at NAMI Massachusetts is responsible for managing the organization's fundraising and development initiatives. We are seeking a versatile fundraising professional with experience overseeing diverse fundraising initiatives to help bolster NAMI Mass' statewide impact. This role will focus on managing our annual fundraising walk, coordinating our annual campaign, directing one-to-many donor fundraising programs (including email, direct mail, and social media strategies), cultivating major gifts, promoting planned giving opportunities, and engaging with institutional donors. Development is responsible for generating the revenue that permits NAMI Mass to conduct its courses, support groups and advocacy work. The ideal candidate will play a pivotal role in achieving our ambitious revenue targets. In addition to your base salary, you will be eligible for a performance-based bonus of up to \$10,000.

**Job Duties and Responsibilities:**

- **Fundraising Management:**
  - Meet and exceed fund generation goals by managing the logistics and fundraising related to the annual NAMIWalks Massachusetts event, including retention of veteran teams, recruitment of new teams, and setting fundraising goals across 17 affiliates.

- Coordinate a four-month annual fund campaign utilizing social media, email, phone, and direct mail solicitations to achieve fundraising targets.
- Manage existing and develop new creative annual and monthly fundraising/Development plans aligned with the NAMI Mass operating budget.
- Fundraising growth goal is 15 - 20% moving from \$1.0M to \$1.15-\$1.2M
- **Major Gifts and Planned Giving:**
  - Identify, cultivate, steward, and solicit high-potential donors for major gifts and planned giving.
  - Maintain a top-50 prospect list and manage the prospect funnel.
  - Develop a planned giving program, including legacy and multi-year pledges, and build relationships with estate attorneys and accountants.
  - Maintain a database of wills and trusts.
- **Institutional Funding and Donor Relations:**
  - Work independently and collaborate with the Board Development Committee to identify, cultivate, steward, and solicit institutional funding partnerships, strategic donors (individual, corporate, foundation, government), and sponsors for events.
  - Manage monthly donor giving programs, including strategy, tracking, and deployment.
- **Team Supervision and Support:**
  - Supervise one full-time staffer and one part-time walk intern.
  - Support the Executive Director in donor proposals, including multi-year annual support, special program funding, planned giving, and endowment gifts.
  - Facilitate Development team meetings.
  - Liase with board members as appropriate.
  - Collaborate with NAMI National as needed.
- **Financial Management and Leadership:**
  - Work with Finance and Development staff to create and manage revenue and expense budgets for contributed revenue.
  - Participate as a member of the Senior Leadership Team.
  - Ensure financial reconciliation with the Finance department.
  - Create and maintain an annual plan and Development department calendar to ensure coordination with other NAMI Mass staff.
- **Reporting and Metrics:**
  - Create and track metrics and reports on Development activity and results.
  - Regularly share progress with the Executive Director.

**Qualifications:**

- Bachelor's degree in marketing, communications, business administration, or a related field required; advanced degree preferred.
- 5 – 10 years of work experience in development, including annual campaigns, grants management, and cultivation of major donors and event sponsors, in a mission driven organization.
- Demonstrated working knowledge of stewardship and moves management.
- Proven track record of successful fundraising experience, ideally in a nonprofit organization, including major gifts, planned giving, and institutional fundraising.
- At least three years supervisory experience.
- Ability to work collaboratively in a team and independently.
- Awareness, understanding, and/or connection to mental health and NAMI Mass' mission.

**Skills:**

- Excellent organizational, time management and project management skills.
- Strong interpersonal skills with the ability to build relationships and engage with donors, board members, volunteers, and staff.
- Excellent written and verbal communication skills.
- Budget management skills to oversee revenue and expense budgets for contributed revenue
- Proficiency in donor database management systems, especially Donor Perfect and Donor Drive.
- Possess a valid driver's license, with access to a reliable vehicle.

**Competencies:**

- Leadership and team management skills to supervise and mentor development staff, volunteers, and board members.
- Problem-solving and decision-making abilities to address challenges and capitalize on opportunities in fundraising efforts.
- Strong team player who collaborates effectively across organizational settings.
- Committed to diversity, equity, and inclusion with awareness of personal cultural impact on the work.

**To Apply:**

Please send an email to [careers@namimass.org](mailto:careers@namimass.org) with your cover letter and resume. Applications will be taken on a rolling basis.

*NAMI Mass does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*