



Job Title:	Director of Development
Position Type:	Full time
Salary Range:	\$85,000– \$95,000 (plus bonus opportunity)

Organization: NAMI Massachusetts

Location: Woburn, Massachusetts

Organization Description

The National Alliance on Mental Illness of Massachusetts (NAMI Mass) is a statewide nonprofit organization dedicated to improving the lives of those affected by mental health conditions. Since its founding in 1982, NAMI Mass has been committed to improving the quality of life for individuals living with mental health conditions, their families, and caregivers. Through education, support, and advocacy, we strive to create a more equitable and just world, using the voices of those with lived experience to drive our mission.

Position Summary

The Director of Development at NAMI Massachusetts plays a critical leadership role in advancing the organization's fundraising initiatives while fostering a culture of philanthropy throughout the organization. This position will focus on leading and developing a high-performing Development team, collaborating closely with the board of directors, and inspiring innovative and sustainable growth in fundraising.

The Director will guide all aspects of the organization's development efforts, from Annual Fund and Individual Giving to Major Gifts and Planned Giving, while also overseeing development services. Success in this role requires the ability to mentor and inspire the Development team, foster collaboration and accountability, and drive revenue growth that fuels NAMI Mass's statewide programs and advocacy.

As part of the senior leadership team, the Director of Development will work closely with the board of directors, the Executive Director, and other key stakeholders to build strategic partnerships and create meaningful engagement with donors. This hybrid position is located at NAMI Mass's conveniently located offices in Woburn, MA, off Route 93.

By joining NAMI Mass, you'll join a vibrant community dedicated to making a positive impact in the world.

Key Responsibilities

Team Leadership & Culture of Philanthropy:

- Lead, mentor, and develop a cohesive Development team, fostering a collaborative and growth-oriented environment that promotes accountability and innovation.
- Inspire a culture of philanthropy across the organization, engaging staff, board members, and volunteers in fundraising efforts.
- Facilitate development team meetings and serve as a key liaison between the Development team and other departments to ensure alignment with organizational goals.
- Supervises full-time Development Coordinator responsible for Development Services and a seasonal part-time Walk Intern.

Fundraising Leadership:

- Drive a comprehensive fundraising strategy, including Annual Fund, Individual Giving, Major Gifts, and Planned Giving, with a focus on meeting and exceeding revenue goals.
- Oversee the planning and execution of the annual NAMIWalks Massachusetts event, managing team recruitment, fundraising logistics, and engagement across 17 affiliates.
- Lead the development and implementation of multi-channel fundraising campaigns, including social media, email, direct mail, and phone outreach.
- Establish and maintain donor pipelines, setting ambitious yet attainable revenue goals, with a growth target of 15-20% annually, increasing from \$1M to \$1.2M+.

Major Gifts & Planned Giving:

- Identify, cultivate, and solicit high-potential donors for Major Gifts and Planned Giving, managing a prospect pipeline and developing long-term relationships.
- Create and launch a Planned Giving program, engaging with estate planners, attorneys, and donors to secure legacy gifts and multi-year pledges.

Collaboration with Board of Directors:

- Partner with the board of directors to align fundraising strategies with organizational priorities, leveraging their networks and influence to enhance donor engagement.
- Work with the Board Development Committee to secure institutional and individual funding, providing guidance and support on donor cultivation efforts.

Development Services & Donor Relations:

- Oversee development services, including donor database management, tracking, and reporting, ensuring data accuracy and efficient operations.
- Cultivate relationships with institutional funders, including corporations, foundations, and government entities, while also managing monthly donor programs and donor retention strategies.

Financial Management & Strategy:

- Develop and manage revenue and expense budgets for contributed revenue, ensuring financial goals are met in partnership with the Finance team.
- Serve as a member of the Senior Leadership Team, contributing to organizational strategy and decision-making.
- Develop and maintain a comprehensive annual development plan and calendar, ensuring coordination with other departments and organization-wide initiatives.

Qualifications:

- Bachelor's degree in marketing, communications, business administration, or a related field; advanced degree preferred.
- 8-12 years of progressive experience in fundraising and development, with a focus on Annual Fund, Major Gifts, Individual Giving, and Planned Giving.
- Demonstrated ability to collaborate with Executive Director to cultivate and strengthen donor relationships, including planning and conducting 4 to 5 donor visits per month.
- Proven success in managing a 12- to 24-month donor engagement pipeline, ensuring sustainable and strategic relationship-building.
- Proven experience in development services, including donor database management and overall fundraising operations. Proficiency in managing systems such as DonorPerfect and knowledge of Peer-to-peer fundraising platforms such as DonorDrive and strategies is desired.
- At least three years of supervisory experience, with demonstrated success in leading and developing high-performing teams.
- Knowledge of moves management and donor stewardship best practices, with a track record of cultivating and soliciting major gifts.
- Strong interpersonal skills and the ability to build relationships with donors, board members, volunteers, and staff.
- Budget management skills to oversee revenue and expense budgets for contributed revenue.
- A commitment to the mission of NAMI Mass and awareness of mental health issues.
- Excellent organizational, time management, and project management skills.
- Proficiency in donor database systems and fundraising technology platforms.
- Valid driver's license with access to a reliable vehicle.

Competencies:

- *Leadership:* Ability to inspire and develop a team, fostering an environment of collaboration and accountability.
- *Strategic Thinking:* Capable of developing and executing long-term fundraising strategies to ensure sustainable growth.
- *Relationship Building:* Strong ability to engage with donors, board members, and key stakeholders to drive philanthropic success.
- *Inclusivity:* Commitment to promoting diversity, equity, and inclusion in all aspects of the role.
- *Data-Driven Decision Making:* Ability to use data and metrics to inform strategy and improve fundraising outcomes.

Salary Range:

- \$85,000 to \$95,000 plus \$10,000 bonus opportunity.

To Apply:

Please submit your cover letter and resume to careers@namimass.org. Applications will be reviewed on a rolling basis. NAMI Mass is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.