

DIRECTOR OF DEVELOPMENT

The Boston Preservation Alliance is the leading nonprofit advocacy organization in Boston for historic preservation. Our mission is to advocate for and empower Bostonians to play an active role in preserving the places and stories that are important to our history.

The Director of Development is a new position, responsible for leading all development activities and will be charged with raising funds for the organization, building relationships with donors, and implementing new fundraising programs and initiatives.

Duties and Responsibilities

- **Working with the Development Committee, the Executive Director, and in 2024 a Fundraising Consultant, design and implement a comprehensive Development Funding Plan which maintains the fiscal health of the organization and provides future financial resources for growth and expansion. Duties include but are not limited to: grant writing and management, corporate/organizational/individual giving, annual appeal development and management, fundraising events, planned giving, and a long-term strategy for a capital campaign.**

- **Develop and maintain strong relationships within the community to foster a positive image for the organization such that companies, schools and institutions, foundations, and individuals will make the Boston Preservation Alliance a funding priority.**
- **Act as the primary point of contact for funding, donations, and fundraising event inquiries.**
- **Collect, organize, and maintain a complete and accurate database record of donors and funding received. The Alliance uses Neon CRM.**
- **Work collaboratively with staff and Directors/Advisors to offer management, production, and oversight of events, including developing and managing production timeline, budget, and evaluation.**
- **Collaborate with the Deputy Director to execute the Annual Report, Peer-to-Peer campaign, Awards sponsorship materials, the Year End Appeal, and other fundraising efforts throughout the year.**
- **Assist the Executive Director with creating and maintaining key relationships with donors and supporters.**
- **Produce acknowledgement and renewal letters on a regular basis.**
- **Other tasks as appropriate for the role as assigned.**

Skills and Knowledge

- **Excellent personal, verbal, and written communication skills**
- **Customer service, communication, and database experience**
- **Able to manage multiple projects while meeting deadlines**
- **Solid organizational, time management, and project management skills with the ability to work independently as well as part of a team**
- **Comfortable working with people from diverse backgrounds**
- **Ability to work successfully remotely and in a shared office environment**
- **Enthusiasm for the organization's mission, ideas for growth, and positive energy for the role**

Qualifications

- **Related college or 3-5 years related development/fundraising experience**
- **Nonprofit experience**
- **Experience managing successful fundraising campaigns/initiatives, capital campaigns, planned giving programs, etc. preferred**
- **Proficiency in Microsoft Office, Google Platforms, and database management software, especially Neon CRM, or the ability to learn diligently and independently**

Job Type: Full-time, salary. Mix of remote and in-person at the Alliance's office at 87 Mount Vernon Street, Beacon Hill, Boston. The office location is not currently accessible- the space is accessed by a sloped, cobble driveway and staircase. Please indicate any accommodations required for accessibility needs.

Benefits:

Pay: \$70,000.00 - \$75,000.00 per year

- **Partial remote work**
- **Paid sick and personal time**
- **Paid Federal holidays+**
- **Health insurance**
- **401k, employer match**

Please send a cover letter, resume, and three professional references in a single PDF to:

Alison Frazee
afrazee@bostonpreservation.org

