



Director of Development

Haymarket People's Fund is an anti-racist and multi-cultural foundation that is committed to strengthening the movement for social justice in New England. The Haymarket office, located in Jamaica Plain, MA, with a budget of \$1.2 million includes a grant-making program and organizes to increase sustainable community philanthropy throughout our region.

The Director of Development is responsible for the overall coordination of fundraising activities, including creating a development plan. The development plan includes annual major and small gifts campaign, planned giving program, endowment campaign and fundraising events. This position ensures that Haymarket's commitment to anti-racism is integrated into all Fundraising/Development plans and activities. In conjunction with the Associate Director, develop and maintain accountable relationships in the philanthropic communities with a focus on enhancing Haymarket's and its grantee's visibility. The Development Director is responsible for outreach, for maintenance and oversight of donor-advised funds and for developing programs for Haymarket donors and potential donors. The Director of Development works very closely with the Associate Director to create new donor-partnerships and to raise the yearly operating budget.

Qualifications:

- * Strong commitment to social justice and anti-racism work.
- * An articulated progressive political vision and ability to embrace and support the mission of Haymarket People's Fund.
- * Experience and proven track record in raising money from individuals and from foundations. Must have a fundraising network.
- * Experience in supervising staff.
- * Excellent writing skills.
- * Excellent interpersonal skills; ability to build relationships across lines based on race, class, gender, sexual orientation, age and ability.
- * Demonstrated ability to initiate donor programs and to coordinate events.
- * Demonstrated ability to create and maintain and to keep excellent records and reports.
- * Highly organized with ability to pay attention to details, and ability to multi-task.
- * Ability to work independently, meet deadlines and coordinate activities with other staff.
- * Ability to work on PCs in several programs. Familiarity with Raiser's Edge and Gift Works a must.
- * Must be able to travel on a regular basis, and willingness to work some nights and weekends.
- * Team player, patient, with a good sense of humor.

Responsibilities include:

INSTITUTIONAL FUNDRAISING

- * In consultation with the Associate Director, the Director of Development is responsible for raising monies for general support, grant-making programs, special grant-making initiatives and foundation activities. S/he is responsible for research, data analysis, grant writing, letter writing, follow up, and meeting planning.
- * Develop and initiate foundation support for Haymarket activities. Develop relationships with foundation contacts, develop funding ideas, develop proposals in collaboration with appropriate staff.
- * Participate in progressive philanthropic endeavors which seek to increase the number of social justice donors.

INDIVIDUAL FUNDRAISING

- * Oversight of donor-advised fund program. In addition to maintaining the portfolio of several major donors, is responsible for maintaining standards of quality service, communication, and activism and educational opportunities for donors.
- * Responsible to visit/check in with assigned donors on a regular basis to review their giving plans. Oversee donor relationships assigned to other staff.
- * Provide analysis on donor giving patterns and implications for donor programs, educational meetings, publications, site visits and other special initiatives.
- * Develop recommendations for consideration by Haymarket's Board of Directors regarding fees and other related policies as needed.
- * Provide oversight and analysis to the Associate Director for planning new approaches to recruiting new donors.
- * Provide leadership to donor volunteers and board representatives to encourage donor organizing around social justice issues.
- * Work collaboratively with Grants department and Associate Director to help set the direction of donor related grant-making opportunities.

Salary commensurate with experience.

Equal Opportunity Employer

NOTICE OF NONDISCRIMINATION: Haymarket People's Fund is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

Please email your cover letter and resume to: knicholson@haymarket.org