Just-A-Start Corporation (JAS) seeks a Director of Resource Development responsible for leading efforts to ensure the long-term financial sustainability of JAS, in addition to overseeing the organization’s marketing and communications activities.

The new Director will join a productive Resource Development team, which has a strong fundraising track record and has been instrumental in raising JAS’s profile. With input and support from the Communications Manager, Annual Fund Manager and a part-time grant writer, the Director of Resource Development will lead the design and execution of JAS’s philanthropy program aimed at diversifying and expanding the funding base from private sources. The Director of Resource Development also develops and implements strategies and initiatives to increase awareness and visibility of the organization through media relations, social media, publications, web-based activities, events, and other communications opportunities. Working closely with the Executive Director, the Leadership Team, the Board of Directors, and other community partners, the Director of Resource Development also identifies and develops strategic partnerships that help meet philanthropic, marketing and communications, and organizational goals.

**KEY JOB ACTIVITIES**

**PHILANTHROPY**

- Work in partnership with the Executive Director, the Board of Directors, the Leadership Team, and JAS staff on all major fundraising initiatives.
- Supervise and mentor members of the Resource Development Team.
- With the participation of the Resource Development team, develop and implement annual and long-term goals and initiatives for the philanthropy program.
- Provide strategic leadership, planning, implementation, and partnership on all aspects of the Rindge Commons building/capital campaign, and coordinate all building campaign activity with JAS’s Annual Fund and marketing/communications strategies for the organization.
- Provide leadership and training to the Board of Directors on fundraising and marketing/communications initiatives to strengthen both.

**MARKETING AND COMMUNICATIONS**

- Support the Communications Manager in prioritizing and coordinate all marketing and communications initiatives across JAS.
- Working with the Resource Development team, develop and implement a comprehensive marketing/communications plan annually for JAS that continues to increase and strengthen the visibility and awareness of the organization.
- Help foster strong communication and cohesion internally across departments to ensure alignment of message and information.

**EXTERNAL RELATIONS**

- Identify, cultivate, and develop new strategic partnerships with external collaborators, across industries, to support JAS’s programs and resources.
- Steward and strengthen existing partnerships by leading the partner relationship management in collaboration with the Executive Director, colleagues, and programs.
- Represent the organization and be an effective ambassador at all outside events and activities.
**REQUIREMENTS**

- BA/BS degree and a minimum of seven years of professional experience in a nonprofit organization with demonstrated success in a development function managing and forging relationships with multiple donor sources.
- Solid experience expanding and cultivating new and existing donor relationships over time for annual fund(s) and capital campaign(s).
- Excellent communication skills, both written and oral, with the ability to influence and engage a wide range of donors and build long-term relationships.
- Strong organizational skills with a flexible and adaptive leadership style, which can positively impact both strategic and tactical fundraising activities.
- Passion for JAS's mission.
- A professional and resourceful style, with the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Proficient with Microsoft Office Suite, Salesforce, social media platforms.

**About Us**

Just-A-Start (JAS) is a non-profit community development corporation dedicated to building a better future by providing affordable housing, education, training, community engagement and supportive services in and around Cambridge. Since 1968, JAS has been serving residents of Cambridge and surrounding communities to empower individuals and families to meet their potential. Visit us at www.justastart.org to learn more.

In addition to a competitive salary, JAS offers a comprehensive benefits package, including medical insurance, dental insurance, short term disability insurance, long term disability insurance, life insurance, transportation benefits, Employee Assistance Program, 20 PTO days in the first year, 12 paid holidays, Volunteer Time Off, and a 401k savings plan with a 3% employer contribution.

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