

Director of Development, Corporations and Foundations

Boston, MA or Philadelphia, PA | Full-Time

Key things to know:

- Compass is a growing nonprofit with an expanding national footprint. We are a staff of 70 with an annual budget of >\$12,000,000.
- While Compass has grown significantly in recent years, and significantly increased the amount of revenue we raise from philanthropy, the development team has not expanded. The organization is taking steps to diversify its donor base and steward strong relationships with members of the philanthropic community by expanding its fundraising team with the addition of this role and another Director who will focus on increasing leadership and major gift support from individuals and families.
- Compass' current philanthropic mix is ~85% corporate and foundation giving and ~15% individuals, together representing ~80% of total annual revenue. Compass has a very strong track record with regards to corporate and foundation giving that this person will have the opportunity to retain and expand.
- Directors at Compass serve as functional leaders and are actively engaged in the day-to-day work that they lead. They are senior leaders reporting up to members of the Executive Team. We will invest in your growth and ongoing professional development, including external coaching and support.
- This is a new role in the organization. It is the right role for someone who wants to spend most of their time engaging directly with prospective and current institutional funders to expand national and local philanthropic support for Compass' work, and figuring out how to position the organization to maximize support from this source of funding for the long haul. It is not the right fit for someone who expects to follow "business as usual" in an established fundraising operation.
- Most Compass staff work remotely, as duties allow, with proximity to our offices in Boston or Philadelphia. This role will not be expected to report regularly to an office, except for quarterly all-staff meetings held in person. There will be a mix of periodic travel in Philadelphia and Boston for meetings and events, as well as some travel to other high-potential markets, and remote work.

About Compass

Compass is an innovative, mission-driven organization that supports families with low incomes to save for their future and access greater economic opportunity. We believe in our clients and in their ability to achieve their goals and dreams. We operate high-quality financial coaching and savings programs and pursue opportunities to shape the national approach to poverty through practice and policy change. Compass is also an emerging leader in a national effort to leverage housing assistance as a platform for economic mobility. We are looking for people who want to be part of taking our programs and our impact to the next level.

Our mission is to partner with families with low incomes to build assets as a pathway out of poverty. We focus on reaching families led by Black and/or Latinx women.

To achieve our mission, we operate client-centered savings and financial coaching programs, deliver training and technical assistance to other practitioners, and shape policy solutions that dismantle barriers to asset building.

For more information, please visit our website, www.compassworkingcapital.org, or click [here](#) to learn more about our strategic plan.

About The Family Self-Sufficiency (FSS) Program

Congress created the FSS program in 1990 as an employment and savings program for families in federally subsidized housing. The program combines a powerful savings incentive with service delivery to support residents in reaching their goals. It is the nation's largest asset-building program for families with low incomes.

Since 2010, Compass has partnered with public housing agencies and other affordable housing providers to operate an asset-building model for the FSS program — the first nonprofit organization in the country to do so.

About the Job

The Director of Development, Corporations and Foundations is an externally-facing fundraiser, who will manage most of Compass' portfolio of corporate and foundation prospects and supporters. Reporting to the Chief External Affairs Officer, this position will develop and implement a strategy and plan to continue to strengthen and expand Compass' network of corporate and foundation partners making large, multi-year investments to Compass.

Primary Responsibilities

- Manage a portfolio of most of Compass' corporate and foundation donors, including national corporate and foundation partners and regional and local funders in the organization's home regions of Boston and Philadelphia, to continue and expand their support for Compass over time.
- Develop and implement a strategy and plan to increase the number of funders making large, multi-year investments (6- and 7- figures) in Compass' strategic growth plan, and to expand the networks of funders for Compass' large, established direct service operations in Boston and Philadelphia. Identify prospects, develop annual and long-term strategies, and doggedly pursue, cultivate, solicit and steward funding relationships.
- Virtually and in person, direct and lead funder meetings, both as a solo fundraiser and in partnership with leadership and program staff, as well as Board members and other volunteers, as appropriate. Prepare and present to current funders and prospects written and oral updates, high-level proposals, letters, and follow-up materials in a timely manner.
- Leverage the Development Associate, a contracted grant writer, and colleagues in other departments to manage relationships, ensure timely submission of high-quality grant proposals and reports, and to streamline management of annual, smaller-dollar funders.
- Effectively leverage the CEO and CEO's time and expertise to engage in corporate and foundation fundraising. Seamlessly coordinate and accept hand-offs of prospective corporate and foundation funder relationships from the CEO, CEO, Board members, and other senior staff.
- Efficiently manage the overall corporate and foundation giving operation, including oversight and any needed improvement of systems and practices for grant processing and acknowledgement, proposal development, grant reporting, prospect research, other data collection, and internal reporting.
- Track and manage accurate records of prospect research, engagement, and solicitation activities for each funder or prospect in portfolio.
- Partner with the Director of Communications to develop and implement a general funder cultivation and stewardship communications program.
- Serve as an externally facing national fundraising leader for the organization, championing the organization at events and in other public settings.
- Serve as an internal fundraising leader. Build strong relationships with and leverage the talents of other development staff, as well as program, policy, strategy, communications, and administrative team members to strengthen a culture of philanthropy throughout the organization.
- Support the CEO to report regularly on the progress of the corporate and foundation giving program to the Executive Team and Board.

Qualifications and Skills

- 8-plus years of professional experience in a mission-driven organization.
- Proven record of forging and managing relationships with corporate and foundation donors that lead to transformational 6- and 7-figure gifts.
- Commitment to the mission and values of the organization.
- Exceptional communication skills, both written and oral.
- Ability to influence and engage a wide range of people and build long-term relationships.
- Capacity to think both strategically and tactically in an evolving, resource-constrained environment, weighing tradeoffs and making decisions to best serve the interests of the organization over time.
- Ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Strong organizational and time management skills with exceptional attention to detail.

This job description is not intended to provide a comprehensive listing of all duties or responsibilities. Job duties and responsibilities may change at any time based on the needs of the organization.

Benefits

The salary range for this role is \$105,000-\$135,000, commensurate with experience. We'll promote your professional growth and development by providing access to a competitive salary and benefits package and additional employee benefits that include but are not limited to:

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Healthcare: medical, dental, vision: Compass covers up to 80% of employee premiums and 80% for dependents. There is no waiting period to enroll in health insurance.	(6) months to receive up to six (6) weeks of full pay from the organization. Life insurance & disability Insurance	Dependent Care Flexible Spending Account Professional development & certification Pre-tax commuter benefits Employee Assistance Program (EAP) Office closed the final week of calendar year
Retirement plan 401(k) & 3% match	Paid time off: Employees receive up to 21 vacation days, 10 sick days, 3 personal days, and 8 holidays per calendar year, plus the final week of the calendar year off as an organizational wide holiday. All employees enjoy a two-hour early closure starting the Friday after Memorial Day through the week of Labor Day.	Equipment: \$200 one-time stipend for work from home expenses Internet Reimbursement: Up to \$40 per month for personal internet expenses
Parental Leave: Employees who have been employed for at least three (3) months are eligible to take up to 12 weeks of unpaid leave. *Employee must be with the organization for six	Flexible Spending Account (FSA)	

Equal Opportunity Statement

Compass Working Capital is an Equal Opportunity Employer. We consider applications for all positions, without regard to age, race, color, ethnicity, national origin, ancestry, creed, religion, gender, gender identity or expression, sexual orientation, citizenship, physical or mental disability, medical condition, genetic information, marital status, veteran status, military status, or any other characteristic protected by applicable law.

Compass Working Capital is committed to ensuring individuals with disabilities receive the accommodations required for them to interview for a position on our team. Should you require accommodations, please contact hr@compassworkingcapital.org.

As a contractor of Boston Housing Authority, Compass also provides hiring preference to Section 3 residents. Section 3 Residency is defined as being an authorized resident of Boston Housing Authority or a "low-income resident" of the Boston Metropolitan Statistical Area, which includes Suffolk, Norfolk, Middlesex, Essex, Plymouth, Strafford (NH), and Rockingham (NH) Counties.

As a contractor of Philadelphia Housing Authority, Compass also provides hiring preference to Section 3 residents. Section 3 Residency is defined as being an authorized resident of Philadelphia Housing Authority or a “low-income resident” of the area where the HUD-assisted project is located.

For the purposes of Section 3, "low-income" is defined as 80% of the Area Median Income. To learn more information about Section 3 income eligibility, please refer to the [Housing and Urban Development \(HUD\) Website](#).