

Director of Development, Individuals

Boston, MA | 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 donors base and ensure strong donor relationships by expanding its staff with the addition of this role and another Director who will focus on attracting increased giving from corporations and foundations.
- Compass' current philanthropic mix is ~85% corporate and foundation giving and ~15% individuals. Compass has a solid base to build from among individual donors, and there is significant, untapped opportunity.
- 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 major donors, and figuring out how to build an individual giving operation that will best serve the organization's needs for the long haul. It's a great role for someone who enjoys learning more about individuals' and families' philanthropic interests and finding mission-aligned contributors interested in investing in Compass. 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 regular local travel in the Boston area for donor meetings and events, periodic travel to Philadelphia and 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, Individuals is an externally facing fundraiser, who will build and manage their own portfolio of major individual and family prospects and supporters who contribute multi-year five-, six-, and seven-figure charitable investments with a goal of annual support of at least \$10,000-\$25,000+ per year. Reporting to the Chief External Affairs Officer, this position will build out of the organization's strategy and plan to significantly increase support from individuals and families making large, major gift multi-year investments in Compass, as well as launch and attract planned gift support, where appropriate. The Director of Development, Individuals will also effectively leverage support from the CEO and Board of Directors.

Primary Responsibilities

- Develop and implement a strategy and plan to increase the community of donors making multi-year contributions to Compass, attracting annual support of at least \$10,000-\$25,000 or more, beginning in the organization's home regions of Boston and Philadelphia and expanding to other high-priority regions over time and as organizational expansion allows.
- Cultivate, solicit, and steward individual and family prospects and supporters with the capacity to make significant, multi-year investments in Compass. Leverage the Development Associate, external contractors, and other colleagues to manage other donors, including development and implementation of streamlined year-end and spring fundraising appeals.
- Work in partnership with the CEO to support the CEO's engagement in individual and family fundraising and their cultivation and stewardship of top individual donors, including preparing and presenting written and oral briefings, proposals, letters, and follow-up materials in a timely manner.
- Engage directly with members of the Board and other top supporters to leverage their networks in support of Compass' individual fundraising goals, including guidance and support to identify prospects, plan and execute cultivation activities including small, intimate events, and solicit gifts.
- Ensure efficient management of the overall individual and family giving operation, including oversight and any needed improvement of systems and practices for gift processing and acknowledgement, donor research, data collection, and internal reporting. Leverage the Development Associate, and identify and implement additional resources needed to carry out this work.
- Track and manage accurate records of prospect research, engagement, and solicitation activities for each donor or prospect in portfolio.
- Develop and launch Compass' planned giving program to attract deferred assets through donors' estate plans.
- Partner with the Director of Communications to develop and implement a general donor 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 individual 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 high-net-worth individual donors that lead to transformational 5-, 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 customer-service orientation, with outstanding follow-up skills.
- 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](#).