

MassINC

MassINC Director of Development Job Posting

About Us

Founded in 1996, MassINC's mission is to make Massachusetts a place of civic vitality and inclusive economic opportunity by providing residents with the nonpartisan research, reporting, analysis, and civic engagement necessary to understand policy choices, inform decision making, and hold the government accountable.

MassINC operates in four teams that each contribute to our overall mission – our Policy Center, our Gateway Cities Innovation Institute, our civic news organization called *CommonWealth*, and our subsidiary company called the MassINC Polling Group.

Our Policy Center produces data-driven and evidence-based research on a range of topics, including education, housing, economic development, criminal justice, digital equity and more.

The Gateway Cities Innovation Institute works to unlock the economic potential of small to mid-size regional cities. Leveraging MassINC's research, polling, and policy team, the Institute strengthens connections across communities and helps Gateway City leaders develop and advance a shared policy agenda.

From its inception, MassINC has published *CommonWealth*, evolving from a print quarterly journal to a free digital platform in 2018 with daily news coverage Monday thru Friday and a robust opinion page with pieces written by a diverse array of civic leaders. We focus our journalism on the civic institutions that comprise Massachusetts' state and local governments, public policy, electoral politics, and citizens' engagement in their democracy. Respected by leaders in government, the non-profit and private sectors, *CommonWealth* is poised for expansion after a successful seed capital campaign.

About the Director of Development Position

MassINC is seeking an experienced fundraising professional who can build multiple revenue streams to provide residents with nonpartisan research, reporting, analysis, and civic engagement necessary to understand policy choices, inform decision making, and hold the government accountable. This is a new position created to help us foster a sustainable future for MassINC with an emphasis on building revenue from philanthropy, membership, and sponsorship.

This role will have an initial primary focus on growing our civic news organization, *CommonWealth*. We are in the process of hiring additional journalists, redesigning the website and newsletters, and implementing membership management processes. The Director of Development will work closely with the *CommonWealth* team and MassINC leadership to establish a sustainable fundraising and revenue model for the next chapter of *CommonWealth*.

The Director of Development will be part of the leadership team and report to MassINC's Chief Operating Officer and help expand the *CommonWealth* operating team.

This is a full-time permanent position with occasional evening and weekend work required. The position is based out of our Boston office with an option to work remotely up to two (2) days per week.

Key Responsibilities

The Director of Development's key responsibilities include:

- Understanding, supporting, and articulating the mission and principles of MassINC.
- Serving as a member of MassINC's leadership team with an initial primary focus on expanding the *CommonWealth* newsroom.
- Establishing annual and long-term revenue goals, and designing and implementing plans to achieve those goals, in the following areas:
 - Major 4-7 figure gifts from individuals and foundations
 - Annual and multi-year corporate partnerships and sponsorships from major businesses with locations based throughout Massachusetts
 - Individual Memberships <\$1,000
- Preparing and managing the development budget and evaluating annually the effectiveness of the organization's development efforts, including cost analysis.
- Serving as MassINC's chief major gifts officer by identifying, cultivating, soliciting, and stewarding major gift prospects.
- Learning about and implementing best practices in non-profit journalism revenue generation.
- Overseeing the organization's foundation relations program, ensuring there is a steady pipeline of prospects who are moving through the stages of identification, cultivation, solicitation, and stewardship.
- Directing the planning and implementation of appropriate cultivation, fundraising and stewardship events.
- Working with consultants as necessary to develop and implement a new CRM technology platform (Salesforce) to focus on revenue and audience growth. Implementing a system for entering, tracking, and reporting on gifts; maintaining donor/prospect records; and providing timely and thorough reports for the publisher and key stakeholders.
- Facilitating education and communication throughout the organization regarding fundraising activities.

- Establishing and maintaining strong relationships with MassINC board members, donors, prospects, the philanthropic community, and other relevant constituency groups.
- Serving as an articulate, enthusiastic, and visible spokesperson for MassINC and *CommonWealth*.
- Participating in appropriate professional associations.
- Contributing to an organizational culture that is inclusive and welcoming to all.
- Performing other services as needed to achieve the organization's fundraising objectives.

Qualifications

The successful candidate for this position will have:

- At least five years' experience in fundraising, with a preference for a strong record of accomplishment in major gifts fundraising.
- Three plus years of creating and implementing strategic short- and long-term fundraising plans.
- Exceptional experience managing CRM/fundraising software systems.
- Excellent interpersonal communication skills including the ability to establish and maintain effective working relationships with donors, board members, staff, and colleagues.
- Strong writing skills including experience writing grant proposals.
- Outstanding management and organizational skills.
- Excellent ability to prioritize and manage multiple tasks.
- A good understanding of electronic and social media and an ability to leverage those platforms strategically for optimum return on investment.
- Understanding of non-profit journalism revenue generation is a plus!
- Ability to work in a fast-paced environment.
- A sense of humor!

The salary range for this position is between \$100,000 and \$120,000 per year. MassINC provides a full suite of benefits including healthcare with HRA, dental insurance, 401K plus 6% company match, FSA and DCA, unlimited vacation time, generous parental leave, and 13 paid holidays throughout the year, among other benefits.

MassINC is an equal-opportunity employer. At MassINC and *CommonWealth* we believe that diversity and inclusion is not only critical to our workforce, but to our overall mission and purpose to move the organization and Massachusetts forward. We encourage candidates of all backgrounds to apply.

Please send a thoughtful, personalized cover letter that displays your qualifications, enthusiasm, and communication skills and style, along with a resume to Carla Beaudoin at carla@impactcommunitygiving.com.