

(<https://walkboston.org/2020/05/29/were-hiring/>)

We're Hiring!

We're hiring a development manager – come join our team! Full description and application details are below. Please apply by **June 19th** by emailing a resume and cover letter with salary expectations to jobs@walkboston.org (<mailto:jobs@walkboston.org>)

Development Manager for WalkBoston

WalkBoston, a nonprofit 501(c)(3) advocacy organization, makes walking safer and easier in Massachusetts to encourage better health, a cleaner environment and more vibrant communities. We know that walking improves personal, economic, environmental and civic health. Working on walking takes us across Massachusetts to empower people with knowledge and proven strategies to make their own communities more walkable.

The Development Manager will help develop and implement a comprehensive fundraising strategy for WalkBoston with the help of Board members and staff. Reporting to the Executive Director, the Development Manager will build on and reinforce individual and corporate fundraising programs, and assist in developing fundraising strategies for virtual and live WalkBoston events.

Responsibilities:

Grant-writing

- Manage all aspects of the grant research, writing, and reporting process.
- Identify potential grant opportunities and coordinate strategy.
- Draft and edit grant applications and reports.
- Maintain calendar of grant proposal and reporting deadlines.

Corporate & Individual Giving

- Identify and cultivate relationships with potential corporate and foundation funders.
- Steward existing relationships with corporate, foundation, and individuals donors.
- Develop and execute a major donor strategy in partnership with the Executive Director and the Board Development Committee.

Development Administration & Communications

- Manage fundraising administrative tasks including gift processing and donor acknowledgements.



- Manage and maintain the Salesforce database.
- Identify and research new prospects.
- Provide administrative and operational support to Executive Director and Board members for ongoing relationships and solicitation strategies.
- Lead and oversee the Board Development Committee.
- Collaborate with Graphic Designer to lead the design, development, and production of annual appeals, event collateral, and other communications materials.

Event Support & Management

- Support the execution of at least one fundraising event per year.
- Help to identify, solicit, and steward corporate sponsorship for events and for maximizing individual sponsorship and ticket purchases.
- Support the planning of WalkBoston's Annual Meeting.

Qualifications:

- College degree with at least five years of professional development experience, preferably at a nonprofit organization.
- Advanced working knowledge of Salesforce or similar fundraising database
- Superior communication skills. Ability to write and speak clearly and persuasively in diverse settings to articulate the impacts of WalkBoston's work and the benefits of walkable communities.
- Ability to work independently and collaboratively with WalkBoston staff, board of directors, donors, program participants and volunteers.
- Self-starter, entrepreneurial, flexible, and well organized.
- Commitment to WalkBoston's mission to create more walkable communities across the state.

Benefits:

- Compensation based upon prior work experience
- Flexible schedule (2.5 days/week or 3-4 short days).

This is a part-time position (20-25 hours/week).

Interested applicants possessing the above experience and skills are encouraged to apply by sending a resume and cover letter with salary expectations. WalkBoston is an Equal Opportunity Employer.

Stacey Beuttell, Executive Director

jobs@walkboston.org

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