



273 D Street
South Boston, MA 02127
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www.sbndc.org

Development and Communications Director -- Job Description

Overview

South Boston Neighborhood Development Corporation (SBND) seeks a Development and Communications Director to lead our fundraising and stewardship efforts to build broad support and awareness of SBND's work and impact in the South Boston neighborhood.

SBND is a state-certified nonprofit community development corporation founded by local residents in 1983. Our core mission is to prevent the displacement of low- and middle-income residents with the creation, preservation and management of permanently affordable rental housing. SBND also works on economic development and quality of life issues, including operating the South Boston Chamber of Commerce, South Boston Farmers Market, maintaining street trees and community gardens, and advocating for affordability.

The Development and Communications Director will be responsible for overseeing and executing all aspects of SBND's fundraising and communications efforts. We seek an entrepreneurial self-starter to work closely with our Executive Director and Board of Directors to develop a fundraising and communications strategy from the ground up that will maximize the Community Investment Tax Credit program, expand our individual and corporate donor relationships, strengthen community support for SBND's work, and develop a successful foundation solicitation program.

This is an ideal opportunity for a driven, experienced development professional with a strong track record of successfully growing support for a mission-based nonprofit and a commitment to SBND's mission.

This position reports to the Executive Director. Visit www.sbndc.org to learn more about our organization.

Start Date

On or around July 1, 2021

Work Location

This role offers a flexible location and schedule. The Development and Communications Director will be expected to spend some time on site at SBND's office each week (located at 273 D Street, South Boston), and will be encouraged to work remotely for the remainder (ideally from within the neighborhood part of the time).

Schedule

Flexible schedule of 20-30 hours per week

Responsibilities

Development

- Manage donation tracking, reporting, and donor acknowledgment processes
- Research funding programs, develop grant proposals and coordinate grant reporting
- Compile fundraising reports and identify growth opportunities and trends
- Work closely with Executive Director to plan sponsorship and donation outreach for the Taste of South Boston and South Boston Street Festival

Communications

- Manage SBNDC's online presence, including our website, blog, and social media
- Develop internal and external communications including newsletters, press releases, presentations, talking points, funding proposals and annual appeal communications
- Update and maintain mailing lists

Compensation

- \$25-\$35 per hour, commensurate upon experience
- Employer 401(k) contribution
- Paid vacation
- Flexible and supportive work environment
- Commitment to professional development for all staff

Qualifications

Required

- Experience in nonprofit development with proven fundraising success
- Excellent written communication skills, including ability to write effectively for different audiences and a variety of formats
- Detail-oriented and highly organized
- Ability to manage shifting priorities, set and adhere to deadlines and work independently
- Experience working with donor databases, CRMs and spreadsheets
- Familiarity with email marketing tools such as Mailchimp
- Experience working with a website CMS such as Squarespace
- Familiarity with social media platforms and experience using social media in a professional setting
- Alignment with SBNDC's mission and values

Desired

- Familiarity with South Boston or a desire to learn about the community
- Familiarity with Airtable, Canva, and Google Suite are helpful but not required
- Experience designing simple graphics for print and web

To Apply

Interested candidates should send a current resume and cover letter describing their relevant experience and why they are interested in this position to ami.campbell@sbndc.org.