



JOB ANNOUNCEMENT—POSITION OPEN IMMEDIATELY

Job Title: Development Director

Position: Full time. Minimum two-year commitment. Three-month probationary period.

Compensation: Salary range \$99,000 - \$110,000 contingent on level of education and years of experience; full health benefits, union contract, retirement plan, and annual COLA increase.

Reports To: CLU's Executive Director

Closing Date: This position is open until filled. Applications accepted immediately.

This position offers an exciting opportunity for a motivated professional passionate about making a meaningful impact through strategic development initiatives that foster community growth and organizational excellence and sustainability.

Organization Mission:

Community Labor United (CLU) convenes coalitions of community-based and labor organizations to drive strategic campaigns that protect and promote the interests of multi-racial working-class communities in Greater Boston and across Massachusetts. Through collaborative research, leadership development, and organizing, CLU works to unite our organizations and communities around a collective plan of action to advance our common vision and agenda for a just and sustainable future.

The Development Director will work closely with CLU's Executive Director to increase and diversify existing fundraising programs, including a multi-year campaign. Additionally, the Director will support CLU's Board of Directors, campaign committee members, and staff in identifying, cultivating, developing, and tracking relationships with existing and potential financial supporters, and assist to develop and convey persuasive messaging about the organization, including its mission and accomplishments, to increase fundraising success, to support our mission and long-term sustainability.

We are seeking a dynamic and strategic Development Director to lead our fundraising, relationship management, and outreach efforts within our nonprofit organization. The ideal candidate will possess a strong background in nonprofit management, event planning, digital marketing, and grant proposal writing. This role is pivotal in driving the organization's growth through innovative fundraising strategies, community engagement, and effective communication.

Responsibilities:

- Develop and execute a comprehensive fundraising strategy, including, but not limited to, identification, attraction, and retention of major donors for multi-year campaigns.
- Develop and implement comprehensive multi-year fundraising strategies aligned with organizational campaigns and programs.
- Write compelling grant proposals and manage grant applications and reports to secure funding from various sources.

- Conduct research on potential funding opportunities, market trends, and community needs to inform strategic planning.
- Oversee the management of CRM software including Raiser's Edge, Mailchimp, and other databases to track grant and reporting deadlines, donor information and campaign performance.
- Manage relationships with donors, partners, volunteers, and community stakeholders to foster ongoing support.
- Coordinate digital marketing efforts including email marketing campaigns via Mailchimp and social media management to increase visibility and engagement.
- Collaborate with the marketing team on branding initiatives, public relations strategies, and content creation across multiple platforms including WordPress websites and social media channels.
- Prepare update reports on fundraising performance, data collection analysis, and impact metrics for board meetings and stakeholders.
- Ensure that grant portals and passwords are following legal requirements related to nonprofit management and maintain transparency in all activities.
- Coordinate meetings with donors/funders and potential funders for CLU's Executive Director, including necessary follow-up.
- Create target goals to cultivate and maintain CLU's monthly individual sustainer program.

Job Requirements:

- Minimum of five (7) years of relevant fundraising experience; experience creating, implementing or growing a multi-year campaign aimed at major donors, preferred
- Bachelor's degree or higher
- Commitment to social, economic, and environmental justice in agreement with organizational mission and values
- Excellent communication skills--verbal and written
- Excellent organizational skills-- good attention to detail and well organized.
- Self-motivated—proven ability to work independently, and also with diverse groups and populations
- Proven Ability to work under pressured timelines and deadlines
- Dedication and ability to work flexible hours in order to meet deadlines (work some evenings and weekends)
- Relevant knowledge of technology skills (computer operations, software, and social media, etc.)
- Experience in nonprofit development or fundraising roles with a strong track record of successful grant proposal writing and securing funding.
- Familiarity with CRM software such as Salesforce or Raiser's Edge; experience with Mailchimp, WordPress, and social media management tools is preferred.
- Strong background in event planning, digital marketing, email marketing campaigns, and relationship building and management.
- Knowledge of budget management, strategic planning, research methodologies, and data collection techniques relevant to nonprofit organizations.
- Prior experience working in a nonprofit environment is advantageous.
- Create target goals to cultivate and maintain CLU's monthly sustainer
- Understanding of wills, trusts & estate law as it relates to estate planning or legacy giving is a plus.
- Bilingual in English and Spanish desired

Women, People of Color and LGBTQ+ strongly urged to apply. Please email a cover letter, resume, and names & contact information for three references to Natalicia Tracy at Natalicia@massclu.org. In addition, please include the best time we can contact you.