



Big Sister Association of Greater Boston

Chief Development Officer

Do you believe in the power of transformative relationships for girls? Are you ready to impact the Greater Boston community one girl at a time? If you answered yes, and the idea of being part of a collaborative, performance-driven, focused team excites you then join us! At Big Sister Association of Greater Boston we have been helping girls reach their full potential through positive mentoring relationships with women since 1951. We are the largest mentoring organization in Greater Boston exclusively serving girls.

In partnership with the CEO and the Board of Directors, this position is responsible for major gifts while leading development and marketing strategies. The successful candidate will help forge new relationships to build Big Sister's visibility, impact, and financial resources. S/he will increase revenue through the solicitation of major gifts. S/he will expand and diversify Big Sister's donor base and work closely with other team members to secure funding. This position leads a team consisting of a Vice President of Marketing, Associate Director of Development, Event Coordinator, Grants Coordinator, and Database Administrator.

Responsibilities

- Partner with CEO and Board members to solicit major gifts for all fundraising campaigns
- With the Development Committee of the Board and the CEO, develop and implement a comprehensive development strategy to include funding from corporations, foundations, individuals, and government entities
- Supervise the VP of Marketing and Associate Director of Development to ensure team success
- Monitor all donor information; provide and present statistical analysis to board and senior leaders
- Lead stewardship efforts, cultivating deeper ties with donors and increasing major gifts
- Work cross-functionally with senior managers to secure resources in priority areas
- Promote a culture of philanthropy throughout the organization

Qualifications

- Bachelor's degree required, Master's preferred.
- 7-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (creating and managing relationships with multiple donor sources).
- Experience with Salesforce NPSP.
- Proven results of having expanded and cultivated existing donor relationships over time.



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- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Ability to give and receive feedback as a tool for growth.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight, but also a team player.
- High energy and passion for Big Sister's mission is essential.
- Ability to articulate, and implement annual strategic development plan.
- Strong organizational and time management skills with exceptional attention to detail.
- Customer focused.
- The ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.

Valid Driver's License and access to a car preferred.

Big Sister is committed to hiring staff who reflect the diversity of the communities we serve. **Candidates of color, bilingual and bicultural candidates are strongly encouraged to apply.** If you are interested in working at a well-established, fast-paced and supportive organization committed to serving girls, please apply.

Please send cover letter and resume with subject line Chief Development Officer to:
Big Sister Association, Attn: Human Resources
20 Park Plaza, Suite 1420, Boston, MA 02116
Fax: (617) 236-8075 | Email: hr@bigsister.org