

## Development & Communications Director 2026

**Groundwork Lawrence (GWL)** has been making change happen in Greater Lawrence Massachusetts since 1999. Through community engagement, environmental and open space improvements, healthy food access, youth education, and employment initiatives, GWL creates the building blocks of a healthy community, and empowers residents to improve their quality of life. GWL achieves results by engaging the whole community – residents, youth, nonprofits, government, and businesses – in the planning and realization of projects and programs. With this collaborative approach, GWL ensures that all stakeholders are mutually invested in the outcomes, the key to stabilizing neighborhoods and creating sustainable change within the communities we serve.

GWL's mission and operations are premised on the understanding that environmental conditions are inextricably linked to economic and social health. Consequently, GWL is committed to ***"changing places, changing lives, and changing systems"*** through on-the-ground projects and community-informed programming that help to transform neighborhoods. We strive to create an equitable community where the residents of Greater Lawrence – at all stages of life - feel they belong, are safe, supported, and empowered; where healthy living is the norm; and where everyone's neighborhood is a resilient environment that thrives with parks, trees, and open space.

**About the Position:** This is a full-time exempt position that reports to the Executive Director. The Development & Communications Director is responsible for building and sustaining GWL's culture of philanthropy and works to involve all employees, the Board and Advisory Council, in the development process. This position is part of the Management Team and leads the development department which is responsible for raising approximately \$3.5M from private and governmental sources each year.

### Essential Job Functions:

- **Development Strategy:** Work with the Executive Director, Management Team, and Development Team to identify funds needed, funding targets, and approaches to inform the annual Development Plan.
- **Development Team:** Lead development functions at the organization and manage Development Managers (2) and a Communications Manager. Provide management, leadership, and professional development support. Work closely with Executive Director, Board, and Board Fundraising Committee to capitalize on fundraising opportunities.
- **Fundraising:** Conduct research, prospecting, and applications to multiple donor sources. Maintain and grow prospect portfolio of foundations, individuals, corporations, and governmental sources. Manage cultivation and stewardship plans for donors.
- **CITC Plan:** Lead GWL's Community Investment Tax Credit (CITC) program, which provides individuals, corporations, and nonprofits with a 50% refundable MA state tax credit for new or increased donations.
- **Special Events:** Oversee organization of and fundraising for annual gala, including management of online fundraising platform. Lead sponsorship efforts for other major events.
- **Database:** Manage the implementation and usage of Raiser's Edge for gift processing and donor stewardship.
- **Budgeting:** Forecast revenue among private and governmental sources for annual budgeting and quarterly reviews. Work with the Finance & Operations Director on revenue projections.
- **Communications:** In collaboration with Communications Team, oversee creation of monthly e-newsletter, annual report, and other content for development and social media/marketing purposes.



**Qualifications:**

- Must share a passion for GWL's values and vision.
- Bachelor's degree or professional experience in nonprofit management, communications, English, or related field.
- At least 5-7 years of full-time professional experience in development with excellent references.
- Knowledge of and experience with government and foundation grant processes and systems.
- Demonstrated skills in major gifts, donor cultivation, and/or planned giving are a plus.
- Flexible and adaptable style, a leader who can positively impact both strategic and tactical development initiatives.
- Excellent writing, editing, and analytical skills.
- Strong organizational skills and attention to detail.
- Ability to identify, understand, and articulate program needs in collaboration with colleagues.
- Capacity to work in a fast-paced environment and manage multiple deadlines.
- Ability to work a flexible schedule, including some nights and weekends.
- Flexibility to take on new assignments as opportunities arise.
- Ability to work both independently and as part of a team.
- Proficiency in Microsoft Office Suite, both desktop and web-based, and customer relationship management software such as Raiser's Edge.
- Must be experienced working in multi-cultural settings with a demonstrated respect and commitment to multicultural competency.
- Bilingual or ability to communicate in Spanish is a plus.
- Marketing and communications experience.

**Compensation:** Starting salary range is \$82,500 - \$95,000, commensurate with experience. Employee benefits include payment of 75% of health and dental insurance, a matching 403(b) retirement plan, fresh food benefit, long-term disability and life insurance, and excellent paid time off benefits. GWL provides wonderful opportunities for advancement and growth within the organization. This position reports to the Executive Director and is an exempt, full-time position requiring some evening and weekend hours.

**Hiring Policy:** GWL is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or identification, or any legally protected status. City of Lawrence residents are strongly encouraged to apply.

**To apply:** Applications will be reviewed on a rolling basis. Please submit letter of interest describing your relevant experience, development successes, and interests with your resume to: Groundwork Lawrence, Attn: Human Resources, 50 Island Street, Lawrence, MA 01840, fax: (978) 655 – 1337, or [hr@groundworklawrence.org](mailto:hr@groundworklawrence.org).

*No phone calls please. Email inquiries may be sent to [hr@groundworklawrence.org](mailto:hr@groundworklawrence.org)*