

**Job Description  
Boston Area Rape Crisis Center**

**Revised: July, 2025**

**JOB TITLE:** Senior Director of External Relations

**DEPARTMENT:** External Relations

**REPORTS TO:** Executive Director

**SUPERVISES:** Development & Communications Operations Coordinator and Development Manager

**STATUS:** Exempt, 32 hours

**SALARY RANGE:** \$90,000-\$100,000 annual

**LOCATION:** 99 Bishop Allen, Cambridge

**About BARCC:**

Founded in 1973, the Boston Area Rape Crisis Center (BARCC) is the oldest and largest rape crisis center in New England, serving as the only comprehensive center in the Greater Boston area. **Our mission is to end sexual violence through healing, empowerment, and social change.** BARCC provides free, confidential support and services to survivors of sexual violence aged 12 and up, and their family and friends. We serve survivors of all genders, empowering them to heal and seek justice in ways that are meaningful to them. Our support extends from immediate crisis intervention to long-term assistance, helping survivors navigate health care, legal, social service and educational systems. We serve a diverse population across 29 cities and towns in the Greater Boston area, reaching approximately 1.3 million people.

**About the Position:**

Working closely with the Executive Director, the Senior Director of External Relations (SDER) will establish the strategic direction for development and communications for BARCC. Strong ability to set a vision, create a plan and operationalize fundraising and communication goals is a must for this position. The SDER will develop innovative, data-driven approaches that inspire philanthropic support and cultivate a robust donor base.

This full time, exempt position is a hybrid role out of our Cambridge office.

**Essential Job Functions and Requirements:**

*Strategic Direction*

- Provide leadership to the development and communications team as it relates to creating, implementing, and updating a multi-year development/communications processes that will grow BARCC's financial resources and visibility; in partnership with the Executive Director, Leadership team, staff, and Board of Directors to define strategic goals, benchmarks, and opportunities.

- Develop a fundraising strategy that continues to grow and diversify BARCC's revenue streams: individual gifts, including major and annual giving and institutional, to include corporate and foundation investments, as well as event sponsorship. Expand current Salesforce fundraising system capabilities, and develop and maintain a prospect profile, strategy and tracking/priority system.
- Communicate with the board of directors about development strategy and board participation.

#### *External Relations*

- Oversee the identification and implementation of key external strategic partnerships, with an emphasis on building relationships with BARCC.
- Steward and strengthen existing partnerships by leading the partner relationship management in collaboration with the Executive Director, colleagues, and programs.
- Represent the organization and be an effective ambassador at external events and activities.
- Develop and maintain strong relationships and a strategic partnership with key stakeholders, including board-level contacts, volunteers, community and business leaders, donors, and fund recipients to generate necessary resources.

#### *Fundraising*

- Support the Executive Director in any development/fundraising activities and donor follow-up.
- Develop and manage timelines for various fundraising activities to ensure plans and critical fundraising processes are carried out in a timely manner.
- Oversee the fundraising process and maintain records of receipts and disbursements of funds.
- Lead the development team on other major fundraising initiatives, such as events and major donor solicitations, as needed.
- Proactively seek opportunities for diverse funding scenarios and cultivate relationships with potential funding sources (government, foundation, corporate and individual) and partner organizations.

#### *Marketing and Communications*

- Oversee BARCC'S communication efforts, including press releases, media coverage, and public speeches.
- Direct BARCC's internal and external communication entities including social media platforms, newsletters, intranet sites and press releases.
- Collaborate with program directors on marketing and outreach opportunities.
- Develop and implement an integrated strategic communications plan to advance BARCC's brand identity; broaden awareness of its programs and priorities; and increase the visibility of its programs across key stakeholder audiences and media outlets.
- Lead the development and implementation of a comprehensive marketing/communications plan annually for BARCC that continues to increase and strengthen the visibility and awareness of the organization.
- Help foster strong communication and cohesion internally across departments to ensure alignment of message and information.

#### *Additional Responsibilities*

- Monitor development expenses and analyze budget reports on fundraising; recommend changes and adapt as necessary.
- Maintain accountability and ensure compliance with all regulations and laws, including demonstrating commitment to ethical fundraising practices.
- Build the skills, knowledge and effectiveness of the development and communications team.
- Perform other related duties as assigned.

#### Minimum Requirements:

- A minimum of 3-5 years of experience in fundraising roles in a similar sized development operation or comparable organization
- A minimum of 3 years as a leader or supervisor
- Demonstrated track record of success executing gift cultivation and solicitation strategies, and meeting annual fundraising goals
- Proven success working closely with an Executive Director/CEO to support their fundraising activities
- Excellent interpersonal skills and the ability to work effectively with a wide range of people including donors, staff, board and volunteers
- A high degree of energy, creativity and initiative is paramount
- Strong presentation, persuasion and story telling skills, both verbal and written
- Aptitude for prioritizing, attention to detail, managing time in a fast-paced environment which often presents competing priorities, and ability to meet deadlines
- Ability to gather, analyze and summarize information including numerical and financial data
- Excellent managerial skills and knowledge of the fundraising environment
- Proficient in Microsoft Office suite; familiarity with donor databases preferred
- Bachelor's degree required; advanced degree and/or other fundraising certifications desirable

#### Preferred Qualifications:

- Experience using Salesforce and event platforms, such as Classy
- Knowledge of the field of sexual violence, interpersonal abuse and/or trauma

#### Benefits:

At BARCC, we understand the hard work and dedication necessary to support our mission-driven organization, which is why we are committed to ensuring our employees are healthy, happy, and secure. In return, we offer the following benefits and incentives:

32 hour work week designed to create a culture that promotes a healthy work-life balance

Flexible Hybrid Work Schedule

Employees have a choice of comprehensive medical, dental, and vision plans

Generous Paid Time Off (PTO), including:

15 vacation days

18 paid sick-days

Twelve paid holidays

Two personal days and two religious holidays to be used each year

Health Savings Account + Flexible Spending Accounts

403(b) Plan

Commuter Benefits

Employee Assistance Program

Professional Development Allowance + Other Perks

Salary Range: \$90,000-\$100,000

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