



Development Manager

The Record Co. - Boston, MA

About The Record Co.

The Record Co. is Boston's nonprofit music workspace dedicated to making professional recording accessible to all musicians. Our facilities at 960 Mass Ave and 55 Morrissey Blvd provide affordable recording studios, rehearsal spaces, and professional development programs for Boston's diverse music community.

We're not your typical nonprofit. We generate revenue through space rentals and programs, but we also rely on contributed income from foundations, individual donors, and corporate partners. We're about building real relationships, not just asking for money—and we need a fundraising professional who embraces that philosophy.

Position Overview

The Development Manager will strengthen TRC's fundraising infrastructure and drive results. Working closely with the Executive Director and Board, you'll manage development operations, lead donor engagement, and execute key campaigns including year-end and spring giving initiatives plus our annual fundraising event. This role focuses on strategy, tactical execution, and systems-building to position TRC for long-term success. Reports to the Executive Director.

Essential Responsibilities

Development Operations & Systems

- Assess and optimize our donor database (DonorBox/Salesforce) for accuracy and reporting
- Implement prospect tracking, LYBUNT/SYBUNT analysis, and donor acknowledgment workflows
- Create KPI dashboards for ED and Board
- Develop and execute an annual fundraising plan with ED and the Board

Donor & Funder Engagement

- Partner with ED to secure and schedule donor and funder meetings
- Provide research and strategy briefs for donor meetings

- Manage donor follow-up, thank-you letters, and cultivation touchpoints
- Support TRC's Development Committee in board-driven fundraising

Campaigns & Communications

- Lead year-end giving campaign design and execution (messaging, segmentation, digital/email content, mail appeals)
- Develop and manage the spring LYBUNT campaign to re-engage lapsed donors
- Create regular storytelling content for social media, website, emails, and newsletters
- Track and analyze campaign results and donor trends

Spring Fundraising Event

- Refresh and execute TRC's Gratitude Gathering fundraising event
- Manage event timeline, sponsorship outreach, and guest cultivation
- Coordinate logistics, program design, and post-event stewardship

Required Qualifications

- Bachelor's Degree or higher
- 3-5 years of direct fundraising experience in mission-driven nonprofits
- Strong written and verbal communication skills
- Self-starter who works independently and collaboratively
- Excellent organizational skills and attention to detail
- Experience with donor databases/CRMs (Salesforce, HubSpot, Donor Perfect, Little Green Light)
- Proficiency with Microsoft Office and Google Workspace

Preferred Qualifications

- Track record of annual fund and major gift success
- Experience with diverse communities
- Event planning and execution experience

Key Competencies

- Relationship building and donor cultivation
- Strategic thinking and systems design
- Campaign execution and data analysis
- Team collaboration
- Commitment to diversity, equity, and inclusion

Compensation & Benefits

- Salary Range: \$85,000-\$90,000
- Health and dental insurance
- Paid time off (12 days first year)
- Professional development opportunities
- Access to TRC facilities

Our Commitment to Equity

The Record Co. is committed to building an inclusive music ecosystem in Boston. We actively encourage applications from candidates of all backgrounds, particularly those who represent the diverse communities we serve.

To Apply

Send your resume, cover letter, and a brief statement about your approach to fundraising to bobby@therecordco.org.

Include specific examples of:

- Annual fund and major gift successes
- Experience with diverse communities
- Event development and implementation

The Record Co. is an equal opportunity employer committed to creating an inclusive environment for all employees.