

Mustard Seed Communities

Director of Development

Full-time Exempt Position based in Needham, MA (10 miles outside of Boston)

The salary range for this position is \$100,000 - \$125,000

Hybrid work schedule is available after completion of initial training period.

Remote candidates with a passion for MSC's mission and relevant experience may be considered.

Organization Overview:

Mustard Seed Communities (MSC) is an international nonprofit organization dedicated to caring for the most vulnerable populations throughout Jamaica, Nicaragua, Dominican Republic, Zimbabwe and Malawi. Founded in 1978, MSC provides loving and lifelong care to over 600 children and adults with disabilities, children affected by HIV, and young mothers in crisis. In addition, MSC manages sustainable agriculture initiatives and provides education, nutrition, and vocational training to marginalized communities. MSC is a faith-based organization, inspired by the healing and caring ministry of Jesus Christ.

MSC has an annual budget of over \$8M and is growing steadily with a committed base of donors throughout the United States.

Visit www.mustardseed.com for more information.

Position Overview:

Reporting to the Executive Director, the Director of Development manages a portfolio and makes direct solicitations for significant contributions and creates/executes a development strategy designed to increase individual fundraising and engagement in order to support Mustard Seed Communities' growth.

Responsibilities Include:

- Serve as a member of the organization's senior management team to help guide the overall direction and implementation of the organization's strategic goals
- Work with the Executive Director to develop and execute comprehensive fundraising strategies and plans to include corporate, foundation, organizational, and individual giving
- Build and lead a strong, collaborative team
- Manage the cultivation, solicitation, and stewarding process for a portfolio of major gift donors and support the Executive Director in their individual donor work
- Initiate, develop, and advance proposals to prospective donors
- Research potential grant opportunities and develop an efficient, effective process for managing the grant application and reporting lifecycle
- Compile and/or develop materials to create grant proposals
- Develop and manage budgets for the department, campaigns, and other initiatives
- Represent MSC in meetings, organizational functions, and community events
- Partner with the Director of Communications and Digital Engagement to develop and assess multichannel fundraising campaigns and appeals
- Establish and meet fundraising or participation goals for all fundraising programs

- Create, analyze, and respond to performance reports and other MSC fundraising and engagement data
- Manage 1 or more direct reports
- Selected candidate will be on the road approximately 25% of the time. Travel is within the United States and internationally.

Qualifications:

- **Mission and Values**
 - Dedication to MSC's mission
 - Ability to work and connect with diverse communities, people and partners, and a commitment to promoting inclusion in all practices and efforts
- **Fundraising Experience**
 - A minimum of 5 years of demonstrated experience in fundraising, with a focus on major giving. Experience with planned giving and grants preferred.
 - Proven track record of managing a donor portfolio, cultivating relationships, and securing five- and six-figure gifts.
 - Proven experience in designing and successfully managing a comprehensive fundraising strategy
- **Leadership and Management**
 - A minimum of 2 years of experience as an effective manager with proven ability to form and lead a team of direct reports
 - Experience developing and maintaining productive working relationships across departments, as well as with executive leadership and board members
- **Other Skills**
 - Exceptional verbal and written communication skills
 - Excellent organizational skills and detail-oriented, demonstrated by the ability to manage multiple projects in a fast-paced environment
 - Self-directed, able to work independently and function effectively in a fast-paced environment
 - Experience and expertise utilizing technology for fundraising and communication
 - Ability to work a flexible schedule, including some nights and weekends
 - Strongly prefer experience with Blackbaud's Raiser's Edge NXT, Luminate Online, and TeamRaiser

All interested candidates should submit a cover letter and resume to careers@mustardseed.com.

A background check will be conducted prior to final offer.