

About Boston Preservation Alliance

The Boston Preservation Alliance is an independent, nonprofit organization that exists to advocate for and empower Bostonians to play an active role in preserving the places and stories that are important to our history. We envision Boston as a place where the stories of its diverse residents and cultures are reflected in its evolving built environment.

The Boston Preservation Alliance is at a strong inflection point, positioned for continued growth and continued execution of its 2023-2026 Strategic Plan. Learn more at www.bostonpreservation.org.

DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

Position Summary

Reporting to the Executive Director and working closely with the Development Committee, the Director of Development & Communications leads the Alliance's fundraising, membership, and communications strategies. This role is responsible for developing and implementing a comprehensive plan to increase revenue through membership, individual giving, corporate sponsorships, foundation support, and events while shaping the organization's external communications to raise visibility, attract support, and build community.

The Director of Development and Communications works collaboratively with businesses, nonprofit partners, local government, and community groups to build support, leverage partnerships, and engage diverse constituent groups.

Preference will be given to candidates with established connections in the Boston fundraising or nonprofit development community and a demonstrated interest in architecture, design, or historic preservation.

This is a hybrid position. Candidates must reside in Massachusetts at the time of hire.

Key Responsibilities

Development & Fundraising (approx. 40%)

- Design and implement an annual development plan integrating membership, individual giving, sponsorships, and major gifts.
- Build and maintain a donor and prospect pipeline, including identification, cultivation, solicitation, and stewardship.

- Plan and oversee fundraising events such as the annual Preservation Achievement Awards, including sponsorships, ticket sales, logistics, and donor engagement.
- Partner with the Executive Director, Director of Advocacy, and board committees to align fundraising goals with advocacy, programming, and communications priorities.
- Maintain accurate donor and member data in the CRM and ensure timely acknowledgments and stewardship.
- In collaboration with the Executive Director and Director of Advocacy, manage foundation giving, including prospect research, proposal writing, and reporting.

Membership & Community Engagement (approx. 30%)

- Lead strategy for membership growth, retention, and engagement, ensuring members feel connected to and invested in the Alliance's mission.
- Oversee membership communications, renewals, and fulfillment of member benefits.
- Collaborate with staff and board members to develop and promote member events, tours, and learning opportunities that strengthen relationships and visibility.
- Analyze trends and data to inform targeted outreach and stewardship efforts.
- Work with staff and board to convert program participants, event attendees, and followers into sustaining members and preservation advocates.

Communications & Public Relations (approx. 30%)

- Develop and manage annual marketing, communications, and events calendar.
- In partnership with the Director of Advocacy and Executive Director, lead external communications strategy, including branding, messaging, digital presence, newsletters, social media, and media relations.
- Craft and share compelling stories that connect preservation and calls to action with relevant themes and neighborhood identity.
- Collaborate with staff and board committees to highlight organizational impact and successes that support fundraising and membership growth.
- Oversee marketing materials, website updates, and social media posts.
- Track and analyze communications metrics and report on outcomes.

Qualifications & Experience

- 5–7 years of progressively responsible experience in nonprofit development, communications, or related work.
- Demonstrated success in fundraising, donor stewardship, and membership or annual fund management.

- Strong written and verbal communications skills, including writing, editing, storytelling, and digital engagement.
- Established connections or demonstrated ability to network effectively within Boston's fundraising or nonprofit development community.
- Interest in or familiarity with architecture, historic preservation, design, or the built environment.
- Excellent interpersonal, organizational, and project management skills.
- Proficiency with donor CRM systems (preferably Neon) and marketing/design tools including Mailchimp, Canva, Adobe Creative Suite, and Drupal.
- Comfort managing social media platforms, including Instagram and Facebook.

Compensation & Work Environment

The Alliance offers competitive salaries and a comprehensive benefits package, including a 401(k) retirement plan with employer match. We also prioritize a healthy work-life balance within a hybrid work environment.

- Salary: \$72,000–\$82,000 annually, commensurate with experience.

To Apply

For more information, visit www.bostonpreservation.org

Please submit a resume, cover letter, and three professional references to admin@bostonpreservation.org.

In your cover letter, please address:

- Your connection to the Boston fundraising or development community
- Your interest in the mission of Boston Preservation Alliance

Applications will be reviewed on a rolling basis. Priority consideration will be given to applications received by February 27.

Equal Opportunity Statement

The Boston Preservation Alliance is an equal opportunity employer and is committed to fostering a diverse, inclusive, and respectful work environment. Applicants of all races, colors, religions, sexes, gender identities and/or expressions, sexual orientations, national origins, ages, marital statuses, genetic information, disabilities, veteran statuses, and backgrounds are encouraged to apply.

Candidates must be authorized to work in the United States.