



Role Description: Director of Development and Communications
Reports To: Executive Director | Community Leader

L'Arche Boston North is an intentional, inter-denominational community that provides homes, residential services, and places of belonging for adults who have intellectual disabilities. Our mission is to create homes where the gifts of people with and without disabilities are revealed through mutually transforming relationships.

Qualifications:

- Experience and genuine desire to work with people with disabilities and the people and systems who support them
- Ability to communicate the mission of L'Arche with passion, integrity, and clarity
- Demonstrated ability to thrive in a donor-centered, relationship-driven fundraising environment
- Optimistic, proactive, and attentive to detail
- Management of staff and activities engaged with big-picture strategy and day-to-day execution
- Motivated by building new relationships and meeting strategic fundraising goals
- Strong time management and prioritization skills, with the ability to work independently as a self-starter and idea generator
- Excellent written and verbal communication skills
- Bachelor's degree required, further education preferred.
- 5–7 years of progressively responsibilities in fundraising experience, including experience across multiple facets of development and competence to supervise the development team

Other Qualifications:

- DPPC Abuser Registry Check.
- CPR and First Aid certification upon hire or within 30 days of hire.
- Ability to pass CORI and fingerprint background checks.
- Completion of Fire Safety and Human Rights training within 60 days of employment.
- Valid Driver's License

Responsibilities:

- Development Strategy and Planning
- Lead and implement comprehensive fundraising strategies, including major gifts, planned giving, grants, events, and donor pipeline development
- Set annual development and communications priorities and goals in partnership with the Executive Director



- Serve as a strategic advisor to the Executive Director on all fundraising activities
- Donor Relations
- Cultivate, steward, and solicit mid and major level donor relationships with a focus on long-term engagement
- Lead prospecting and relationship-building efforts to grow and sustain the donor pipeline

Communications and Outreach:

- Provide strategic oversight of communications to ensure alignment with L'Arche's mission, values, and fundraising goals
- Ensure donor-facing communications are inclusive and mission driven and support engagement, stewardship, and giving
- Supervise outreach activities to support annual goals and needs of the community.

Leadership and Management:

- Provide leadership and supervision for the Development Team, fostering a collaborative, mission-centered culture
- Oversee grants management
- Events, Reporting, and Board Partnership
- Oversee planning and execution of special events, including the Longest Table L'Arche Fundraiser
- Prepare and present fundraising reports to the Executive Director and Board of Directors
- Partner with board leadership to strengthen board engagement in fundraising
- Other duties as assigned, based on needs, skillset and interests.

Salary & Benefits:

- Meaningful, mission-based, and community-focused work
- 100% Health Insurance Premium Coverage, Long Term Disability, Life Insurance, Optional Dental and Vision and a 403B retirement plan.
- Professional Development Opportunities, including retreats
- Salary based on experience; range of \$80,000- \$100,000 annually.

L'Arche is an Equal Opportunity Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.