



SPEAK FOR THE TREES Boston

TreeBoston.org | @Trees_Boston | trees@treeboston.org

JOB POSITION: Development Manager

Job Announcement: Development Manager (PT)

Start Date: As soon as possible, advertised until filled.

Salary: \$20,000-\$25,000 / year + benefits (PT, 20 hours / week, flexible schedule)

Location: In person in our Boston office preferred, with remote work possibilities.

Application: Send a cover letter and resume to David Meshoulam at david@treeboston.org. Please include your last name and the words "Development Manager Job Application" in the subject line.

Questions?: Call 617-398-7409 or email David Meshoulam at david@treeboston.org

At Speak for the Trees, we care about trees because they care for us. We work at the intersection of environmental justice, racial and social equity, public health, and climate change to advocate for a healthy and equitable urban forest in Boston. We recognize the inequities of tree canopy coverage and believe that trees are a vital component of developing, building, and maintaining healthy and vibrant communities. We are seeking a part-time (with a future potential for full-time) development manager to help grow our organization.

About Us

Speak for the Trees, Boston (SFTT) is a 501(c)(3) non-profit organization committed to improving the size and health of the urban tree canopy in Boston, especially in areas with low canopy coverage. At the core of our values is that all residents deserve the multiple health, environmental, and social benefits that trees provide and that all residents have the power to plant a better future for themselves. SFTT also views trees as a tool to unpack and dismantle decades of racial, environmental, social, and economic injustice. We envision a city with a healthy tree canopy, one that takes into account issues of racial, economic, and environmental inequities.

ESSENTIAL FUNCTIONS

This job description should *not* be interpreted as all inclusive but rather it is intended to identify essential functions and requirements of this position, with the recognition that not all will be fulfilled in a PT role. Similarly, at times the employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

- Research, and identify corporations, foundations, individual donors, and other philanthropic organizations as prospective funding sources.
- Collaborate with the Executive Director in developing an individual donor and foundation engagement plan.
- Develop, edit, package, and submit proposals, budgets and supporting materials for funders and donors.
- Prepare reports or presentations as needed that may be required to fulfill requests of funding use, program needs or reporting requirements.
- Design a work plan, including a grants calendar and annual appeal process, for securing funds to ensure fundraising goals are met, including development of a tracking system for the status of all current, pending, and potential funding sources with attention to meeting all internal and external deadlines.
- Collaborate with the Director, Board Members, and program staff regarding programs for potential funding.
- Stay informed about current programs and assimilate information into an accessible format for funder outreach and engagement.
- Maintain digital files of support materials and an electronic database of grants and individual donors.
- Support programs and staff as needed.

Desired Qualifications

The requirements below are representative of the minimal education, experience, skills, and/or abilities required for this position. Non-degreed candidates with equivalent skills and three years' work experience are strongly encouraged to apply.

Education Bachelor's degree in English, Journalism, Communications, Public Health, Environmental Science, Marketing, Nonprofits, or related field preferred.

- And -

Experience 2 years of work experience in grant writing, development, fundraising, or a related field.

- Or -

Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

- Ability to speak, write and understand English in a manner sufficient for effective communication with staff and community.
- Knowledge of principles and practices of effective development and fundraising.
- Ability to persuasively communicate clearly and effectively both orally and in writing.
- Ability to work under pressure of multiple priorities and deadlines.
- Ability to work well with staff, volunteers, and community members.
- Strong organizational skills, well-disciplined, attention to detail, able to meet deadlines, self-starter.
- Strong technology skills and proficient in Google Suite; knowledge of donor research programs a plus.
- Understand and support the Mission Statement of Speak for the Trees

Preferred:

- Familiarity with Boston and its neighborhoods and communities
- Knowledge of a second language relevant to Boston (e.g., Spanish, Haitian Creole, Chinese, Vietnamese, Portuguese, French) is preferred but not required.
- Driver's license and access to a car is helpful but not required.

Must be:

- Passionate about environmental justice and community work
- Determined and not easily discouraged by challenging situations
- Detail oriented, dependable, and team-oriented
- Self-starter able to work independently
- Eager to learn and grow

Other Responsibilities

Participate in staff meetings and training events. Occasionally assist with programs and projects of the organization. Attend some weekend programs.

How to Apply

We are currently accepting applications and will fill the position as soon as possible. The application period will stay open until the position is filled.

Please submit the following:

1. One-page cover letter in PDF form or hard copy. Address to David Meshoulam, Executive Director.
2. One-page resume with three references in PDF form or hard copy.

Please send resume & cover letter to: Speak for the Trees, 1452 Dorchester Ave, 4th Floor, Boston MA 02122 OR email david@treeboston.org. If sending by email, please include your last name and "Development Manager Job Application" in the subject.

SFTT celebrates justice, equity, diversity and inclusion.

We are committed to building a team that represents diverse backgrounds, perspectives, & skills. Individuals from underrepresented groups are encouraged to apply.