

Job Announcement: Director of Advancement

Position Summary:

Speak for the Trees, Boston, is seeking a dynamic and experienced Director of Advancement to lead fundraising and development initiatives to support the growth and sustainability of the organization. SFTT has an annual budget of \$1.2 million, a staff of 7, and is well-positioned to continue its growth over the coming years. This candidate should be a visionary leader with a background in nonprofit advancement, strategic fundraising, and donor and community relations. Reporting to the Executive Director, the Director of Advancement will use a community-centric approach and collaborate with staff and board to develop and implement strategies that ensure the financial growth and stability of the organization. This is an opportunity for the right candidate to lead and build a new initiative.

Key Responsibilities:

Fundraising and Development Strategy (70%)

Lead Fundraising Strategy (30%)

- Develop and implement a comprehensive fundraising strategy to meet annual revenue goals, with a focus on unrestricted funds
 - Set and achieve fundraising targets that align with organization's strategic plan
- Identify and pursue diverse funding from individuals, corporate sponsorships, & events
- Identify, cultivate, and solicit donors and prospects, building strong, lasting relationships
- Create a donation pipeline that increases donor retention and levels of giving
- Expand and support a recurring donor program
- Work with and supervise a consultant for grant-related research, writing, and reporting

Major Gifts and Planned Giving (20%)

- Solicit major gifts from individuals and corporations
- Lead efforts to secure major gifts and planned giving commitments
- Develop personalized engagement plans for high-net-worth individuals & legacy donors

Event Planning (20%)

- Plan and execute fundraising events and campaigns, including annual benefits and donor appreciation events to engage the community and increase revenue

Relationship Building and Community-Centric Leadership (10%)

- Foster and maintain relationships with community leaders and corporate partners
- Represent Speak for the Trees at community events, networking functions, and meetings
- Ensure timely and accurate donor communications and acknowledgments
- Foster a collaborative and inclusive work environment that values diversity

Impact Measurement (10%)

- Develop metrics to evaluate the effectiveness of fundraising strategies
- Oversee donor database management and ensure accurate tracking of fundraising activities
- Prepare regular reports on fundraising progress for the Executive Director and Board

Board Engagement (5%)

- Work closely with the Board of Directors to leverage their networks and support fundraising initiatives
- Collaborate with the Executive Director and Board of Directors to align advancement efforts with the organization's work and mission

Grant Writing and Management (5%)

- Work with and direct a consultant for grant-related research, writing, and reporting

Qualifications:

- Education: Bachelor's degree required; advanced degree in nonprofit management, business administration, or related field preferred
- Experience: Minimum of 3 years of experience in nonprofit fundraising required, 5+ years preferred, with a proven track record of achieving revenue targets
 - Experience in environmental or community-based organizations is a plus
- Skills:
 - Strong leadership and interpersonal skills
 - Excellent written and verbal communication abilities
 - Proficiency in donor management software, customer relationship management (CRM), and Google Suite
- Attributes:
 - Passion for environmental justice, urban forestry, and community engagement
 - Ability to work independently
 - Commitment to learn and collaborate deeply across departments
 - High level of integrity and commitment to the mission of Speak for the Trees
 - A go-getter

Salary and Benefits:

\$75,000 – \$90,000 / year + health, dental, retirement benefits + generous time off policy

How to Apply:

We are currently accepting applications, and will fill the position as soon as possible. The application period will stay open until December 9, 2024.

Please submit the following:

- One-page cover letter
- Maximum 2-page resume
- Names of three references with contact information

Either via

- Email to david@treeboston.org. If sending by email, please include your last name and Director of Advancement in the subject line
- Hard copy to Speak for the Trees, 60 Clayton Street, #201 Dorchester MA 02122