



Seeks Director of Development

About Urban Edge

Urban Edge (UE), a 501c(3) nonprofit corporation, is a national leader in the community development field, known for innovation and excellence. With its heart in Egleston and Jackson Squares, a vibrant, inclusive, and culturally and economically diverse area of Boston, UE works with others across the City of Boston and region to promote high quality, sustainable and affordable communities. Public, private, and non-profit entities turn to UE for its advice and expertise, and as a partner in undertaking complex and transformative urban projects.

Overview of the Organization and Programs

UE is a community-led and -represented, non-profit community development corporation (CDC) founded in 1974 by Boston community leaders to fight redlining, combat the effects of real estate speculation and the displacement of low- and moderate-income families, celebrate and maintain the racial and ethnic diversity of the neighborhoods and ensure community control of development.

For fifty years, UE has proactively contributed to neighborhood revitalization by developing and preserving high quality affordable housing and commercial space in Roxbury, Jamaica Plain, and other neighborhoods of Boston. In addition to two projects currently in development and a robust pipeline, UE’s existing portfolio of affordable housing consists of over 1,400 units in Boston neighborhoods:

Beyond bricks and mortar, the organization has built a stellar reputation as a community-builder and has shown dedication to resident engagement and leadership at all levels of its organization. To support the needs of residents and others living in the community, Urban Edge offers a wide range of innovative programs that build financial skills and resiliency, promote and support sustainable homeownership and increase access to needed community resources and services. Program highlights include the following:

Housing and Homeownership	Other
<ul style="list-style-type: none"> • Credit Counseling Boot Camp • Financial Coaching • First-Time Homebuyer Education Counseling • Foreclosure Prevention Counseling • Home Improvements and Repairs 	<ul style="list-style-type: none"> • Community Advocacy and Leadership • Family Supports • Strong Start Program • Student Loan Borrower Repayment Counseling • Summer Youth Jobs • Volunteer Income Tax Assistance (VITA) Center • Wealth Building

UE is overseen by a Board of Directors, currently composed of twenty-four civic, community, neighborhood, and resident leaders. UE’s agency operating revenue in its most recent consolidated audit was more than \$10,000,000. Total UE consolidated asset position is more than \$297,000,000. Currently operating as a community development organization, UE employs approximately thirty-four staff members, the majority of whom work from its headquarters on Columbus Avenue in Roxbury.

About the Opportunity

UE has maintained a very successful development function for decades, and it was ably led by its long-serving Director of Development (“DD”) who transitioned this year after seven years of service. UE seeks a motivated and experienced fundraising professional who is driven by UE’s mission, has the skills to secure UE’s resource needs to position it for significant community impact, and can contribute proactively to UE’s well-established senior leadership team as it collectively advances the mission.

Position Overview

Reporting directly to and working in partnership with the CEO, the DD leads all aspects of UE’s fundraising, marketing, and communication functions. In collaboration with the Chief Executive Officer, Senior staff and supported by a Development and Communications Coordinator, the DD establishes annual revenue goals, maintains existing revenue sources and attracts new ones, and implements marketing and communications strategies designed to promote UE in general and reinforce its fundraising efforts specifically. Historically, UE has raised between \$2 million and \$2.5 million annually from philanthropic sources, including foundations, corporations, individuals, the United Way of Massachusetts Bay, and a variety of public funding sources.

Specific Responsibilities

Fundraising

- Develop and execute a comprehensive fundraising program, working closely with senior leadership, the board, and external partners to identify goals and strategies.
- Provide strategic guidance to expand and strengthen the donor base, including individuals, foundations, corporations, and public funding sources.
- Manage all development efforts, including annual appeals, capital campaigns, corporate and foundation support, and major donor relations.
- Cultivate and steward major gift prospects, managing a portfolio of donors through research, solicitation, and stewardship processes.
- Oversee grant writing, proposal submissions, reporting, and donor database management to ensure accurate and organized donor records.
- Collaborate with staff and external partners to create funding programs that support organizational initiatives and inter-organizational collaborations.
- Establish benchmarks, metrics, and reporting systems for all fundraising operations, ensuring alignment with long-term fundraising strategies.
- Maintain strong relationships with major donors, ensuring consistent stewardship and developing targeted asks in partnership with the CEO.

Marketing, Communications, and Events

- Create compelling written and oral communications for fundraising activities, ensuring consistent messaging and case for support across all donor communications.
- Collaborate with the Development and Communications Coordinator to develop and implement comprehensive marketing strategies, including social media, multimedia, and public relations.
- Manage and oversee the production of newsletters, annual reports, website content, and other marketing materials, ensuring alignment with organizational goals and messaging.
- Build and nurture relationships with media outlets to secure appropriate coverage of organizational achievements.
- Plan and execute major events, such as groundbreaking ceremonies, ribbon-cutting events, Investor Circle, and annual celebration.
- Mentor and manage staff, consultants, and volunteers, ensuring all are effectively utilized and supported in their roles.

Leadership and Management

- Serve as a proactive member of senior management collectively designing and implementing policies and practices to ensure the organization can achieve its mission.
- Grow, manage, and mentor a team to plan and implement major events, research funding sources, and develop advanced processes for managing fundraising data.
- Provide direction and professional growth and development opportunities for staff and peers.
- Collaborate with the CEO to assess the staff and board members' ability to contribute to major capital campaigns; assign donor relationships to specific individuals and support them to grow and cultivate those relationships.
- Work effectively with colleagues across UE to collaborate on synergistic projects.

Profile of the Ideal Candidate

Desired Credentials:

- Minimum of 5-7 years of senior level fundraising experience, including managerial responsibilities, with a demonstrated ability to lead development strategies and supervise staff.
- Bachelor's degree preferred; CFRE certification would be advantageous.
- Knowledge of, and ideally direct connections to, public and private sources of funding/lending in Greater Boston and nationally, especially those related to affordable housing, community development and economic development activity.

Skills and Experience:

- Proven expertise in developing and implementing diverse fundraising strategies, including grant writing, and securing support from individual, corporate, foundation, and public sources supported by excellent research and analytical skills.
- Strong relationship-building skills with donors, board members, and stakeholders, with the ability to cultivate, steward, and deepen relationships over time as well as influence and inspire others to support UE.
- Exceptional verbal and written communication skills, with experience crafting compelling stories, media outreach, and increasing organizational visibility by leveraging a variety of tools and securing print and broadcast media coverage.
- Able to express thoughts, perceptions, and ideas clearly and concisely, verbally and in writing, including composing and editing original material and the materials of others.
- Strong organizational, project management, and event management skills with an ability to prioritize and meet deadlines and display excellent judgment to make sound decisions.
- Able to manage and develop a team of fundraising, marketing, and events professionals, and to leverage volunteers and consultants effectively.
- Skilled working with internal and external senior colleagues in a professional manner, and at coordinating and prioritizing projects across various departments to meet objectives within specified deadlines.
- Commitment to diversity, inclusion, and respect for cultural differences when interacting with diverse communities, staff, and donors.
- Proficiency with donor database systems, digital fundraising tools, and standard office applications.

Compensation and Benefits:

This is a full-time, salaried, exempt position with a starting salary range of \$110,000 to \$140,000 commensurate with experience and qualifications. UE also offers a comprehensive and generous benefits package.

Application Process and Additional Information

UE strongly desires to attract a broad and diverse pool of candidates to apply, particularly candidates of color, female candidates and/or candidates who know and/or represent the communities UE serves.

Candidates must include a resume and a cover letter that describes how your qualifications and experience match the needs and mission of UE. Applications will be accepted until the position has been filled. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>. This executive search is being conducted by Eos Transition Partners consultant John Tarvin. All submissions will be acknowledged and are confidential, and any questions must be submitted to John at: jtarkin@eostransitions.com.