

Ronald McDonald House Charities New England (RMHCNE)

Title: Assistant Director of Development

Reporting Relationship: Reports to the Chief Advancement Officer

Exempt/Non-Exempt: Exempt - Salaried and benefited position



GENERAL SUMMARY:

Ronald McDonald House Charities® of New England is a home away from home, providing comfort and Family-Centered care programs for pediatric patients and their families being treated at the top medical facilities in New England.

In partnership with the Chief Advancement Officer (CAO), the Assistant Director of Development supports the organization's financial well-being by enhancing relationships within the private and business community and securing financial resources on an annual basis. Funding sources include direct cultivation of both new and on-going individual and corporate donors who believe in RMHCNE's core values and mission, foundations, grants, and special events and external groups. The Assistant Development Director must convey the goals of the organization while explaining how each donor's contribution helps further the mission. It is imperative that this individual has strong written and verbal communication skills as well as an ability to relate well with other people.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Directly responsible for a portfolio of individual and corporate donors; securing gift targets on an annual basis.
- Lead the annual appeal program for RMHCNE, including, but not limited to setting and securing annual target goals, working with and when applicable selecting third-party.
- Lead planning, execution and evaluation of RMHCNE signature fundraising events; facilitate and manage third-party fundraising events.
- Assist CAO in identifying corporate prospects, preparing proposals and submitting related reports.
- Manage and provide oversight of direct mail, foundation grant writing and online giving campaigns.
- Work with the CAO to improve the financial return on existing initiatives, to establish donor giving patterns and prevent fatigue.
- Support development team with strategies to ensuring coordination and alignment with all fundraising initiatives.

Ancillary Job Functions

- Coordinates development and communications strategies and activities to ensure their integration to the overall program.
- Makes effective use of RMHCNE donor database and other resources to ensure appropriate management of donors and prospects in coordination with fundraising objectives; directing the donor cultivation assignments and stewardship efforts.
- Conducts research to identify prospects and creates strategies to match prospects' interests to the priorities and strategies for fundraising efforts.
- Research, write, edit or oversee the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, reports, correspondence, and other development-related communication materials in support of RMHCNE.
- Assists in short and long-range strategic planning activities to create and implement fundraising goals and objectives.
- Represent RMHCNE at business and community meetings/events.
- Performs miscellaneous job-related duties as assigned

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Minimum Bachelor's degree in business administration, communication, marketing, or liberal arts; Continuing education in philanthropy or sales highly preferred.
- Experience executing successful annual appeal
- Mid-level direct fundraising/development experience in nonprofit organizations, higher education or government settings (this is a mid-level position and a minimum of three years of experience including demonstrated direct donor cultivation that results in individual and corporate gifts, five years of experience in donor cultivation preferred; demonstrated experience in annual appeal campaigns including retention of returning donors, and cultivation/acquisition of new donors).
- Knowledge of federal and state (MA & RI) fundraising regulations.
- Ability to work under limited supervision, both independently and as a team member.
- Strong organizational skills with ability to work well under pressure, maintain deadlines and effectively manage multiple projects.
- Ability to lead and motivate a diverse team of staff and volunteers and to work with all RMHCNE staff.
- Sensitivity and judgement working with RMHCNE families and children, especially in maintaining family confidentiality.
- Computer proficiency including Microsoft office projects, general donor database management systems or client management systems.
- Flexibility with regards to work assignments and changing priorities.
- A commitment and passion for working in a compassionate and diverse, nonprofit environment.
- Ability to see change as an opportunity rather than an obstacle.
- Confidence and diplomacy to interact and collaborate with the team and all constituents.
- A valid driver's license.
- All employees of RMHCNE are required to be fully vaccinated for Covid 19, including all boosters recommended by the CDC on day 1 of employment. Being fully vaccinated is defined as two weeks/14 days post the second shot of the Pfizer or Moderna vaccine or after the single dose of the Johnson and Johnson vaccine.

WORKING CONDITIONS:

The Ronald McDonald House Charities of New England Assistant Director of Development is a full-time position and reports to the Chief Advancement Officer. This position will be a hybrid role based in Boston, location, but will require true flexibility and fluidity between the Providence, RI location and Boston Harbor/Charlestown, MA location. Ability to work both remotely and in-person is a must.

REPORTING:

The Ronald McDonald House Charities of New England Assistant Director of Development is a full-time position and reports to the Chief Advancement Officer.

STATUS:

This is an exempt/salaried and benefited position, with an expectation of a minimum 40 hours per week. It is an 'at will' employment position, which means that either RMHCNE or the employee may terminate employment at any time, with or without cause or without notice.

COMPENSATION:

The salary range is \$65,000 - \$70,000.

The above statements are intended to describe the general nature/level of work being performed by the individual assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

HOW TO APPLY: Interested parties, please send a resume and one page cover letter PDF (one document) to rmhcnejobs@rmhcne.org. The subject of your email should be Assistant Director of Development. No phone calls please.

The position will remain open until filled. RMHCNE is an equal opportunity employer.