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**FAMILY SERVICES OF THE MERRIMACK VALLEY
JOB POSTING**

Job Position: Development Director
Reports to: Chief Executive Officer
Status: Full-time (40 hours/week)

POSITION DESCRIPTION

Family Services of the Merrimack Valley is seeking a full-time Development Director to lead the organization's fundraising efforts. The Development Director will be responsible for overseeing all facets of Family Services' fundraising activities and be directly responsible for conducting solicitations and donor relations. They will work closely with the CEO and Board of Directors to develop a long term development plan and execute day to day development activities, including execution of the Annual Fund, fundraising events, and donor stewardship. The Development Director will lead a small but dynamic development department, including a part-time Marketing Manager and Development Associate, as well as the involvement of many direct service staff.

Responsibilities include, but not limited to:

- Oversee the implementation of all fundraising activities, including direct mail campaigns, fundraising events and agency marketing, including collaboration with development and direct service staff, volunteers and Board members.
- Personally solicit portfolio of renewing or prospective donors, sponsors, auction donors, and guests.
- Maintain strong relationships between the organization and its current donor base through regular personal communication and cultivation.
- Identify and respond to opportunities and establish new relationships with corporations, community groups, individuals and major gift prospects that will generate monetary and non-monetary (in-kind) support for the agency.
- Facilitate the fundraising activities of the CEO, COO and Board members.
- Develop and monitor annual fundraising budgets with monthly year to date forecasts to the CFO and CEO.
- Support a group of volunteer solicitors. Provide them with logistical and administrative support to facilitate their solicitation activities and ensure coordination with overall efforts.
- Provide supervision and support to additional fundraising staff performing event planning and marketing activities, ensuring high quality completion of all relevant tasks, including the production of materials, solicitations, and communications strategies.
- Some local travel for meetings, conferences and events required.

Required Qualifications

The ideal candidate will be enthusiastic about Family Services mission and sharing the story of the organization's impact with a variety of individuals and organizations. Candidates must have demonstrated experience building relationships with donors and/or customers and a high degree of professionalism and flexibility.

- Bachelor's degree + minimum of 3 years professional fundraising experience.
- Knowledge of fundraising best practices and experience implementing fundraising campaigns.
- Demonstrated ability to work collaboratively and support volunteer involvement, build relationships with volunteers and donors, make small group and individual presentations.
- Excellent communication skills, mature interpersonal style, ability to multitask and manage time appropriately.
- Willingness to work in varying conditions that may include weekends and/or evening events.
- Detail oriented and organized.
- Proficient in Microsoft Office products (Outlook, Word, Excel). Familiarity with Raiser's Edge.

ABOUT FAMILY SERVICES OF THE MERRIMACK VALLEY

Family Services is a non-profit, social service organization located in Lawrence, MA. The organization helps more than 7,000 people in the Merrimack Valley each year through 20+ programs focused on youth development, parent education and emotional health. All of its services are infused with a sense of hope and possibility and enable individuals to thrive in their family, community, workplace and school. For more information, please visit www.FSMV.org. FSMV is an equal opportunity employer.

COMPENSATION

This is a full-time benefited position with a salary range \$49,000 to \$63,000 commensurate with experience.

TO APPLY

Interested candidates should send resumes to: LSweeney@fsmv.org, fax resume to Attn: HR (978) 327-6601 or mail to 430 North Canal Street, Lawrence, MA 01840.