

## Corporate and Foundation Gift Officer

To apply, please submit your cover letter and resume.

As a leader and largest day shelter provider in the field of homeless services -in Massachusetts; St. Francis House is a strong, vibrant organization. Building on our foundation of **refuge and rehabilitative programs**, St. Francis House will grow and deepen our impact by further developing our focus on housing, behavioral health, and income maximization. We will ensure that we are doing the very best we can for those we serve by continuing to build a data-driven, outcomes-oriented culture that emphasizes the importance of continuous learning and growth. To achieve our vision, the agency is making significant investments in our staff across the agency. *If you want to make an impact in the lives of others, we want to invest in you.* We are especially interested in candidates who can contribute to the diversity within our organization.

At St. Francis House, our Philosophy of Care commits us to providing trauma-informed, recovery-oriented and person-centered care. It guides everything we do at St. Francis House – how we work with guests and how we work together as an entire organization and community.

### Summary:

**AT THE MID-POINT OF THIS VERY EXCITING CAMPAIGN, WE ARE SEEKING SOMEONE WHO THRIVES IN A RESULTS-DRIVEN, GOAL ORIENTED FAST-PACED ENVIRONMENT; ENJOYS BUILDING RELATIONSHIPS; IS A CRITICAL THINKER; AND IS COMMITTED TO THE ST. FRANCIS HOUSE MISSION.**

The Corporate and Foundation Gift Officer will be a critical member of a strong development team now in the third year of a 5-year \$60,000,000 comprehensive campaign. He/she will work to enhance current Corporate and Foundation partnerships and ensure each is cultivated, solicited and stewarded in a way that speaks directly to the priorities of each partner and St. Francis House. This position is responsible for prospecting for new partnerships within the greater Boston area. This position will ensure ongoing communication with partners and prospects and will regularly work on strategy and funding opportunities with members of the Development team and the VP of P & EA. Additionally, this position supervises two grant writers and is responsible for ensuring all grant proposal and report deadlines are met, work is allocated properly and research continues to be done for both current funders and prospects.

### **FOR EACH OF OUR FULL-TIME POSITIONS, WE OFFER EXTENSIVE BENEFITS INCLUDING:**

- Comprehensive Medical and Dental Insurance (Employer pays 90% of individual premiums and 80% of family premiums)
- Company sponsored Health Reimbursement Account.
- Up to Four weeks paid Vacation per year
- Up to Thirteen paid Holidays per year
- Up to Twelve paid Sick Days per year
- Employer paid Life, Short and Long Term Disability Insurance
- 403(b) Retirement Savings Plan with 5% employer match and immediate vesting

### **Essential Duties and Qualifications:**

- Responsible for understanding and communicating the philosophy, heart and purpose of the agency.
- Serves as the primary contact with corporate and foundation partners; coordinate internal and external resources to ensure partnerships are effectively executed and partnership objectives are achieved.
- Develops and implements a comprehensive fundraising strategy to secure annual and multiyear funding from corporate and foundation. Funding opportunities include grants, event sponsorships, employee gift matches, and more. Be responsible for the lifecycle of fundraising with partners, from identification to cultivation to solicitation to reporting.

- Works with partners to identify engagement opportunities with St. Francis House. Engagement opportunities include volunteerism, advertising St. Francis House at corporate partner locations, clothing drives, young professional group opportunities, Board of Director seats, etc.
- Attends external networking events as the St. Francis House ambassador to promote current and prospective
- Works closely with St. Francis House grant writers to ensure potential grants are entered into the SFH grant submission pipeline. Maintain a calendar with grant writers and adhere to time-sensitive deadlines. Provide insight into corporate partner expectations for grant funding, to ensure guidelines are adhered to.
- Works closely with St. Francis House Events Coordinator to come up with event solicitation plan with Corporate Partners, and facilitate details associated with event sponsorships.
- Works closely with the Marketing and Communications Officer to ensure social media, website, and newsletter promotion of corporate partnerships is executed.
- Updates and maintains corporate partner data in Raiser's Edge, to reflect all prospecting, cultivation, and stewardship facilitation that takes place.
- Assists with administrative duties and high-priority department initiatives on an as-needed basis, including staffing donor cultivation and stewardship events.
- May be required to provide supervision to: intern and/or staff.
- Bachelor's degree in communications, marketing, non-profit management, English or relevant field.
- At least 5 years of development experience and/or consultative sales experience with a focus on corporate and foundation fund-raising and prospecting.

***Allocation of Time:***

- External visits, meetings, events with corporate and foundation partners – 60%
- Supervising staff, internal research, reporting, analysis, administrative tasks – 40%
- Fundraising goal: Raise approximately \$2 million each year from current corporate and foundation partners and new partnerships.

**EEO:** At SFH our mission is to promote and protect opportunities for all employees. We are stronger when we embrace diversity and when our employees can utilize their unique skills and talents to jobs that provide fair wages, excellent benefits and safe and healthy working conditions. We are also committed to the hiring of staff with Lived experience within the population we serve, in all of our departments and programs and all levels within the agency.

**COVID-19:** All employees, guests and visitors are required to wear masks. Common surface areas are sanitized throughout the day. Public areas and offices are marked to allow for physical distancing. Employees are provided masks, gloves, goggles & hand sanitizer.

***To apply, submit up-to-date resume and cover letter to: [careers@stfrancishouse.org](mailto:careers@stfrancishouse.org).***