



## **Senior Director of Development**

### **About Enroot**

Enroot has been supporting English Learner students through our comprehensive wrap-around program model for the last 28 years. Supporting recently arrived immigrant students during their high school to college years as they learn a new language, adapt to a new culture, and set roots in a new community is at the core of our work. We strive to create a sense of belonging and help our students prepare to succeed in college, career, and life. To learn more about the students and values that drive our work, please visit [www.enrooteducation.org](http://www.enrooteducation.org).

### **Diversity, Belonging, Inclusion and Equity at Enroot**

Creating a sense of belonging is at the heart of our work with immigrant students. At Enroot, we value an inclusive environment where all team members feel a sense of belonging and are included as full partners in pursuit of this mission. We are an organization committed to disrupting and dismantling the oppressive power structures and systemic barriers immigrants must navigate. With humility, we are committed to ongoing learning and understanding as we embark on our own racial equity journey. This drives every decision we make, and every action we take, in the pursuit of equity for immigrants. We believe a diversity of voices fosters innovation and creativity, leading to better decisions and outcomes for immigrant students, families, and communities. Enroot is an equal opportunity employer and as such, we do not discriminate on any basis protected by law.

### **The Opportunity**

Enroot is looking for a passionate and growth-oriented Senior Director of Development to join our team and lead our fundraising efforts as one of Enroot's senior leaders. The Senior Director of Development will work closely with the Executive Director to shape and implement an effective fundraising strategy, with a particular focus on growing our individual donor relationships and corporate partnerships, as well as sustaining our success to date in securing foundation and local government support, as we grow our fundraised budget from \$950,000 in FY21 to \$1.1M or more in FY22. The Senior Director of Development will build strong relationships with our Board members, staff, and current and prospective donors, drawing on excellent interpersonal skills and a deep commitment to our mission. The Senior Director of Development will report to the Executive Director and will manage the Development Manager.

While Enroot is currently operating virtually, this position requires the candidate to be operating in person in Greater Boston once in-person work resumes. Enroot is eager to fill this role as soon as possible.

## **Your Responsibilities**

### ***Development***

- Lead on creating, implementing, and updating a multi-year development strategy that will grow Enroot's financial resources and visibility, partnering with the Executive Director, Development Manager, and Board as needed to define key goals, benchmarks, and opportunities
- Collaborate with the Executive Director and Development Manager to identify individual and institutional prospects for cultivation and solicitation, and play a key role in building Enroot's presence with key stakeholders throughout the Greater Boston area
- Manage a portfolio of 100-150 major individual donors, moving donors through the pipeline and soliciting donations of \$250 or more, in addition to cultivating and stewarding the annual fund donor base
- Lead in vision of grant strategy and work in collaboration with Development Manager in producing grant proposals and reports, with key input from Executive Director and Senior Director of Program. Author grants above \$50,000 and lead on creation of budgets and financial reports for all grants.
- Oversee Enroot's fundraising database, Salesforce; prepare and analyze reports to inform development strategy and priorities
- Lead strategy and execution of Enroot's fundraising events and communications efforts
- Equip Enroot staff and Board members with the tools they need to participate in ongoing donor identification, cultivation, solicitation, and stewardship
- As needed, refine Enroot's development systems and infrastructure

### ***Leadership & Management***

- Manage Development Manager – who focuses on grant writing and reporting, development reporting and operations, events, and communications – providing appropriate performance management and professional development
- Serve as a thought-partner and strategist as part of Enroot's Leadership Team, with Senior Director of Program and Executive Director, and play a key role in shaping our growth trajectory

### ***Communications***

- Oversee Enroot's external facing communications strategy, in collaboration with staff across the organization
- Oversee and collaborate with Development Manager and Manager of Operations on vision, development and execution of communications collateral such as annual appeal, giving Tuesday campaign, end of year solicitation, newsletters, and web communications

## **Your Skill Set**

*As the incoming Senior Director of Development, you will possess the following characteristics and qualifications:*

- You come to this role with a strong passion for Enroot's programming and personal or professional connections to supporting immigrant communities and/or education.
- You bring a deep, demonstrated commitment to advancing Diversity, Belonging, Inclusion and Equity in your workplace and community.
- You have at least 7-10 years of professional experience, with increasing leadership responsibility, including at least 5 years in advancement and/or nonprofit fundraising.
- You come to this role with an understanding of fundraising best practices, including prospect qualification, cultivation, solicitation, and stewardship, and you are eager to leverage your experience in a nonprofit setting.
- You have experience preparing budgets and financial reports.
- You have experience using Salesforce or a similar donor database and are comfortable creating and analyzing fundraising reports, as well as conducting analysis and making data-driven decisions.
- You have successfully built relationships with a wide variety of stakeholders, including donors and external supporters, and bring excellent oral and written communication skills.
- You are a strategic and creative thinker, with demonstrated success in translating ideas into action and identifying innovative ways to achieve goals.
- You think analytically, develop a plan and timeline, prioritize tasks, and develop processes that monitor progress and performance.
- You are organized and productive, paying attention to small details, possess strong organizational and financial management skills and can work in a fast-paced environment.
- You hold a bachelor's degree or equivalent work experience.

## **Compensation**

Compensation commensurate with experience, within the range of \$80,000 and \$100,000 yearly. Comprehensive benefits package and generous paid time off policy, including 15 paid vacation days (20 after the first 3 years), 10 holidays, 3 personal days, 15 sick days. Our office is closed for a week in December.

## **How to Join Our Team**

Please send a resume, the name and contact info of three references, and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, all in PDF format, addressed to Natasha Karunaratne at [nkarunaratne@enrooteducation.org](mailto:nkarunaratne@enrooteducation.org).