

Job Title: Senior Director of Development - Corporate and Foundations

Level: Senior Director

Reports To: Chief Development Officer

Job Location: Charlestown, MA

Position Type: Full-Time; Exempt

Education Level: Bachelors Required

Salary Range: Commensurate with Experience

Summary

With 47 years of history and a growing awareness as a leading non-profit in Boston, it is a very exciting time to be joining Heading Home's Development team.

Following three years of investment in creating a donor-centered fundraising effort and raising brand awareness, we are looking for a rising leader to help continue our growth. A key partner to Heading Home's Chief Development Officer, the Senior Director of Development – Corporate and Foundations plays a pivotal role in setting team strategy. She/he will manage a \$1m portfolio, by cultivating and stewarding meaningful relationships with private, family, community, and corporate foundations.

The Senior Director of Development – Corporate and Foundations (SDCF) will identify and implement best practices for all aspects of corporate and foundation fundraising including strategic prospect development, moves management, and pipeline planning. Will lend insight to the Assistant Director of Marketing and Communications for their writing and submission of grants. The SDCF will have management responsibility for HH's Volunteer and Donor Engagement Associate, coordinating closely to provide exceptional volunteer experiences for corporate partners. This is an outstanding opportunity to join a fast-paced, collaborative, and creative fundraising team to help build partnerships and drive revenues that support the critically important work of HH.

The successful SDCF will be a self-starter who is enthusiastic about managing their portfolio of funders. She/he will:

- Sustain and grow corporate and foundation funding, meeting annual goals of \$1m in revenue generation via grants and multi-year support
- Collaborate with the team's Assistant Director of Marketing and Communications by qualifying prospect/donor needs and providing framing for grant writing and submission
- Initiate event sponsorship solicitations, using Heading Home events as engagement tools for corporate support and stewardship
- Further diversify support base by generating funding from life sciences, health care, and financial services sectors

- Oversee and leverage Heading Home volunteer events including Backpack Buddies, Heading Home for the Holidays, and Up & Outs, as critical prospect engagement and donor stewardship strategies.
- Manage, coach, and support HH's Volunteer Engagement Associate positively, meeting weekly and as needed to oversee workload and ensure coordination of responsibilities

Requirements:

- Bachelor's Degree
- 5 to 7 years of work experience
- Demonstrated success building high impact relationships, making five figure asks, and managing a portfolio
- Preferred ability to create and execute fundraising strategies including a track-record of successful proposal development and grant awards
- Superior interpersonal, organizational, and communication skills
- Minimum of 2 years of management experience, with strong abilities to manage, coach, and rapidly develop the skills of direct report
- Excellent project management skills, including prioritizing and managing competing deadlines within a fast-paced environment
- Able to work independently and as part of a team
- Commitment to Heading Home's mission
- Extensive experience with Microsoft Suite and CRM software, preferably Raiser's Edge
- A valid Massachusetts driver's license in good standing and access to a car
- Able to lift at least 40 pounds
- Share HH's values on inclusivity and equity

About Heading Home

Heading Home is Boston's leading provider of housing and support services for infants to elderly – a champion of innovative solutions that move people through and out of homelessness. Heading Home provides emergency shelter, transitional housing, permanent housing, and supportive services to 1,400 homeless and formerly homeless families and individuals in Greater Boston, annually. The supportive services alongside housing helps clients create futures without homelessness. On any given night, Heading Home clients include 480+ households living stably with support in Greater Boston neighborhoods.

EEO STATEMENT/ AFFIRMATIVE ACTION

Heading Home, Inc. *is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law.*