



**Girls Rock Campaign Boston
Development Manager
Part Time Employee, 24 hours/week**

Girls Rock Campaign Boston's (GRCB) mission is to empower girls, women and youth and adults with marginalized gender identities to believe in themselves by building a supportive community that fosters self-expression, confidence and collaboration through music education and performance.

We seek an energetic, collaborative, and innovative Development Manager who will manage fundraising through donor and event channels as GRCB continues to grow. A new role in the organization, you will collaborate with the Executive Director and Board of Directors to evolve and enhance current development efforts to increase awareness and revenue to support the mission and strategic direction of GRCB.

The ideal candidate cares deeply about GRCB's mission and is able to maintain current donor relationships, develop new relationships with donors, manage fundraising efforts and events, and coordinate efforts to secure foundational support.

The ideal candidate will possess the following:

- A proven track record of significantly increasing grant, individual donor, and special event results.
- Demonstrated success planning and implementing successful special events in a nonprofit environment.
- Highly motivated with ability to prioritize, self-direct work, attend to multiple projects with overlapping deadlines, and complete projects in a timely manner
- Deeply believes that collaboration and teamwork create better outcomes by bringing more voices to the table.
- A passion for our mission and development as a critical capability for creating impact.

When GRCB started in 2010, we set out to create opportunities for girls and women to find their unique voices and build community through music. In the years since, we have expanded our understanding of gender, and now recognize that the liberation of women and girls is part of the broader fight for gender justice.

Additionally, there is no gender justice without centering the intersecting identities of Black, Indigenous, People of Color (BIPOC) and Queer, Trans, People of Color (QTPOC). Historically and currently, these individuals have experienced oppression within white, cisgender female "feminist" spaces, as well as appropriation within the music industry. As a feminist music organization, GRCB works to remove any barriers within our community and uplift the voices of all marginalized genders, BIPOC, and QTPOC.

Girls Rock Campaign Boston provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex,

gender identity, gender expression, sexual orientation, national origin, age, disability, or genetics.

KEY RESPONSIBILITIES

Support Development Strategy

- In collaboration with the Executive Director and Development Committee, develop and implement GRCB's strategy and plans for fundraising and development, including goal setting for each fiscal year and each campaign.
- Manage the implementation of GRCB's Annual Fundraising Plan, including fundraising campaigns, events, and donor acknowledgement and appreciation.
- Actively participate in the Board of Directors' Development Committee.
- *Leverage 12 Year Anniversary*: Unable to celebrate our 10-year anniversary in 2020 due to the COVID-19 pandemic, we head into 2022 with plans to leverage the anniversary and conduct a year of celebration. Special development and fundraising initiatives related to the year of celebration will work to raise the profile of GRCB, raise significant funds, engage and expand the GRCB community, and hold special events

Individual Donors

- Foster relationships with current donors, prioritize donor stewardship and appreciation.
- Expand the donor base and funding opportunities through prospect identification, research, and relationship development.
- Develop tiered giving and major gifts opportunities around GRCB's current programs and future goals
- Enhance donor communications including building a calendar for consistent communication, meet ups and invitations for current donors, future donors and prospects
- Provide all content for fundraising materials, including reports and acknowledgment letters, with close attention to detail.
- Conduct on-going evaluation of all fundraising efforts, gauging their effectiveness and providing quarterly reports.

Special Events

- Develop a fundraising events calendar for community and donor engagement.
- Oversee and manage all fundraising events for the organization.

Grant Writing and Management

- Serve as the staff coordinator for GRCB's Grant Writing Team and support the Grants Team Lead volunteer
- Working collaboratively with the Grants Team, this position is accountable for grant proposal development (narrative, budget, and supplementary materials), grant management, grant evaluation, and reporting to foundations, corporations and individual donors
- Support Grant Writing Team in strategic prospecting and development of grant calendar, which should include letters of intent, upcoming available grants, and report deadlines.

Sponsors

- Analyze corporate sponsorship opportunities and develop tiered corporate sponsorship offering

SUMMARY OF QUALIFICATIONS:

Required Knowledge / Skills / Abilities

- Minimum 2 years of relevant work experience in fundraising, event management and execution, and grant writing and management.
- A proven track record of significantly increasing grant, individual donor, and special event results.
- Demonstrated success planning and implementing successful special events in a nonprofit environment.
- Highly motivated with ability to prioritize, self-direct work, attend to multiple projects with overlapping deadlines, and complete projects in a timely manner
- Excellent verbal and written communication skills and highly developed ability to effectively communicate with varied groups of stakeholders. Demonstrated experience with relationship building.
- Ability to work independently, take initiative, and execute tasks with minimal supervision.
- Deeply believes that collaboration and teamwork create better outcomes by bringing more voices to the table.
- A passion for our mission and development as a critical capability for creating impact.
- Creative and resourceful problem-solver with a growth mindset.

Preferred Knowledge / Skills / Abilities

- Experience developing, planning, and implementing budgets
- Familiarity with Salesforce or other donor management system
- Familiarity with Google Drive Suite
- Knowledge of MS Office, including Excel and PowerPoint as well as donor management software

Reports to: Executive Director

Time Commitment, Schedule, Working Conditions: Part Time Employee, 24 hrs/wk. Semi-Flexible Schedule. Ability to work nights and/or weekends when requested or required. Staff is currently working remotely.

Salary, Hourly: \$24/hour

Benefits: Generous PTO and Sick Time, 403b with Partial Employer Match, Professional Development Opportunities

To Apply

Please send your resume and cover letter or sample of work to apply@girlsrockboston.org. Please format the subject heading, "Development Manager - First Name Last Name."

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Girls Rock Campaign Boston reserves the right to modify position duties at any time, to reflect process improvements and business necessity.