



**Development Manager
(Boston and Waltham)**

The Development Manager is an experienced, passionate and strategic leader who will support the Development team and the Board to achieve the organization's development agenda around individual giving, events, volunteer and community engagement, and fundraising documentation for More Than Words (MTW). This position requires an attitude of growth and learning, a love of organization and communication, and a passion for supporting youth through the work of MTW.

This full-time salaried position reports to the Director of Development and is accountable for managing core administrative tasks for the department and taking the lead on development events, including on- and off-site luncheons and events. The Development Manager will provide cultivation and follow-up to support the team to meet individual giving targets, including managing donor research and identification, cultivation and stewardship. This is a role with a lot of growth opportunity for a learning-oriented professional to take on additional tasks and projects, including support of volunteers, social media and marketing.

About More Than Words

More Than Words (MTW) is a nonprofit social enterprise that empowers youth, ages 16-24, who are in the foster care system, court involved, homeless, or out of school to take charge of their lives by taking charge of a business. MTW offers job training opportunities and transition support services to equip youth with first-hand experience working as a team to operate retail and online businesses and to develop the tools to enable them to make progress around education, employment and life goals. The MTW model is premised on the belief that an actual job – one which provides hands-on, real-world training combined with high expectations, accountability and opportunities for personal development, is the best way to equip youth with marketable skills critical for success in work, college and life. See MTWyouth.org for more information.

MTW is an exemplary organization that has continually held up a mirror to identify areas for improvement and accountability; that ethic is part of the culture and fabric of MTW, and it extends to our commitment to ensuring our staff and board reflect the racial and ethnic diversity and lived experiences of the young adults we are privileged to serve. People of color are highly encouraged to apply.

Key responsibilities of this position include, but are not limited to:

Special Events (35%):

- Prepare and engage staff and youth in development activities, including presentations, events and public speaking.

- Create and manage event workplan and calendar to meet established donor cultivation and fundraising goals and objectives, including house parties, luncheons, off-site events, and any major fundraising events including our annual More Than Breakfast and donor appreciation event.
- Create, manage and report on budget and workplan and coordinate all events including integration and communication with all internal departments.
- Implement follow-up strategies after all fundraising activities and events to ensure collection of contact information and appropriate appreciation and cultivation steps.
- Collaborate with Retail and Events business teams to anticipate events they are running and invite donors and development contacts to participate.

Administrative Systems Management (35%):

- Manage development systems to follow-up with individual donors, including correct and timely preparation of acknowledgement letters, tax receipts, and thank you notes.
- Support development and finance through preparation of check logs and recording of gifts and activities into the Salesforce database.
- Maintain integrity of Salesforce database, including auditing entries, training staff, and preparing monthly reconciles with the finance department.

Individual Fundraising (20%):

- Research individual prospects and prepare summaries and recommendations for development staff and leadership.
- Participate in and lead meetings with individual prospects and donors, engaging them in supporting MTW.
- Maintain a thorough and current knowledge of MTW's programs, successes and strategies and utilize this information to engage donors and volunteers to support the work of MTW through fundraising and volunteer opportunities.

Community Building and Volunteers (10%):

- Represent More Than Words at events, volunteer fairs, marketing booths, networking events, and other opportunities.
- Collaborate with Volunteer Coordinator and Site Directors to respond to inquiries and cultivate an engaged community of individuals who support MTW with volunteering, books, financial support and ambassadorship. Facilitate volunteer engagement of major donors, as needed.

Candidates should possess the following qualifications:

An ideal candidate will be motivated by the MTW mission, have great interpersonal skills, and LOVE being organized. Communicating with others should be a passion, and the candidate should enjoy taking in diverse information, listening to others, and finding ways to engage them in a mission-based movement. The candidate should enjoy following checklists, making and following timelines, with strong planning and follow through skills. The candidate should be able to write clear and enthusiastic emails, speak professionally by phone, and engage people in face-to-face meetings, as they will be interacting with many members of the MTW community, including staff, Board members, community partners, and institutional donors. The candidate should also be responsible, flexible, hardworking, ethical, trustworthy, sincere and willing to hold youth accountable for their choices. This position requires the ability to multi-task, working both independently and with a team.

Additionally, a strong-fit candidate will also have:

- At least 2 years of work experience with previous experience in customer/consistent service, sales, development, or a nonprofit setting preferred.
- Exceptional oral and written communication skills including the demonstrated ability to professionally engage a wide range of people by phone and email.
- Attention to detail, with experience with data-base systems preferred.
- Ability to support occasional evening and weekend work and some travel, as needed.
- Ability to lift and carry boxes of books weighing over 25 pounds, sit for long periods of time, and move up and down stairs.

Benefits:

- Medical and Dental Insurance
- 401K
- Generous paid vacation and sick time
- Significant growth opportunities and professional development
- Employee Discounts

Compensation: Competitive; commensurate with skills and experience

To Apply: Send cover letter and resume to development@mtwyouth.org.

MTW's Boston and Waltham sites are both commuter friendly. Our Boston site is conveniently located near public transportation and our Waltham site is just a short walking distance from the Waltham stop on the Boston/Fitchburg commuter rail along with the MBTA 70 & 70A bus lines.

More Than Words is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, citizenship status, veteran status or any other characteristic protected by applicable federal, state or local laws.