



**Development Administration Manager  
(Boston and Waltham)**

The Development Administration Manager is a focused, passionate and strategic leader who will support the Advancement Department around government grant compliance and fundraising documentation for More Than Words (MTW). The Development Administration Manager reports to the Chief Advancement Officer and is accountable for managing core administrative tasks for the department, including financial reporting, maintenance of grant and gift information in Salesforce database, government contract compliance and invoicing, and youth enrollments into government contracts. The Development Administration Manager also supervises a Junior Development Manager, a part time role open only to alumni that supports gift processing, reporting, and individual donor cultivation.

**MTW is committed 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.**

**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.

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

**Government Compliance and Fee for Service Contracts (70%):**

- Support **tracking and communications on all fee for service government contracts and relationships**, currently including DCF, DMH, DTA, SSI, WIOA, and NJT. With Chief Advancement Officer, host visits and prepare for annual audits.
- Collaborate with finance team to **prepare and submit government invoicing for all fee for service government contracts**, including reconciling youth program participation and outcomes, auditing invoices.
- Collaborate with intake and youth development teams to **secure service referrals and enrollment confirmations for youth**, including on the DCF, DMH, and SSI contracts.

- **Complete enrollments and record keeping for MTW's WIOA contract**, including completing enrollment paperwork, supporting testing, and entry into MOSES database.
- **Complete enrollments and record keeping for MTW's NJT contract**, including completing enrollment paperwork and collecting outcomes.
- **Proactively track enrollments and outcomes for MTW's DTA contract**, including managing collection of service authorizations and outcome documentation.
- Collaborate with Chief Advancement Officer in work to **expand government fee for service revenues**, including implementing and managing new contracts and systems, potentially including SNAP E&T.
- **Maintain and regularly audit youth files to ensure compliance on government contracts**, including for DTA, NJT, and WIOA.

#### **Administration and Development Operations (30%):**

- Provide **supervision and training to Junior Development Manager**, a part-time role for More Than Words alumni focused on gift processing and individual cultivation. Support hiring, maintain regular meetings, and provide hands-on coaching and professional development.
- Manage systems and **supervise Junior Development Manager to provide follow-up and provide tax information for donors**, including correct and timely preparation of acknowledgement letters, tax receipts, and thank you notes, and complete tasks directly when Junior Development Manager is not able to.
- **Supervise Junior Development Manager to prepare check logs and record gifts** and activities into the Salesforce database, and complete tasks directly when Junior Development Manager is not able to.
- Manage process to **receive, record, and acknowledge foundation and corporation grants**, including Salesforce recording, saving files, completing grant agreements, and providing acknowledgement.
- **Maintain integrity of Salesforce database**, including auditing entries, training staff, and preparing regular reconciles with the finance department.
- **Manage and create department financial reporting and donor lists**, including preparation of monthly dashboard, recognition lists for signage and annual report, LYBUNTY, and target lists.
- **Communicate regularly and directly with the finance team** about donations, and prepare monthly reconciles and lead processes to identify and resolve variances between departments.
- Flexibly collaborate as part of the development and community engagement team by participating in and supporting planning and execution of **meetings, events, email outreach, and public-facing opportunities to support community engagement and fundraising goals**.

- **Stay up to date and engaged with the organization** as a whole to inform conversations.

**Candidates should possess the following qualifications:**

***Note: This is a growth focused role and on-the-job training is expected. Passionate and learning-focused candidates with both strengths and growth areas on these responsibilities, skills, and qualifications are encouraged to apply.***

An ideal candidate will be passionate about the MTW mission and be motivated by results and being held accountable for ambitious goals. They will have a learning and growth mindset, strong detail-orientation, and LOVE being organized. The candidate should be meticulous and fanatical about deadlines, appreciate the value of data and tracking, and have strong planning and follow through skills. The candidate should also be responsible, flexible, hardworking, ethical, trustworthy, sincere, and committed to personal growth in racial equity.

Additionally, a strong-fit candidate will also have:

- Experience working in a mission-driven or nonprofit setting.
- Prior experience with databases, data-entry, office administration, contracts, financial systems, or data analysis is a plus.
- Lived experiences similar to the young people we serve is desirable.
- Ability to support occasional evening and weekend work.
- Ability to lift and carry boxes of books weighing over 25 pounds, sit and type for long periods of time, and move up and down stairs.

**Compensation: Starting Salary Range:** \$52,000 - \$57,749, commensurate with skills and experience.

**To Apply:** Send cover letter and resume to [development@MTWyouth.org](mailto:development@MTWyouth.org).

*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.*