



Hyde Square Task Force | Development Director

Hyde Square Task Force's **mission** is to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston. We believe that communities are stronger when they create the conditions youth need to thrive. By harnessing the power, creativity, and voices of youth, we not only help them navigate the journey of adolescence but help youth become leading voices of change in their community. Founded in 1991 and based in Jamaica Plain, HSTF now engages more than 600 children, youth, and college students through Afro-Latin arts, education and career pathways, and creative development and community engagement programming. Our artistic performances, cultural events, and community organizing efforts reach over 4,000 community members each year.

Position: Hyde Square Task Force seeks a systems-minded, strategic, and organized **Development Director** to strengthen our annual fundraising and communications efforts. This individual will support the Executive Director to secure \$3.5 million in grants and donations. The Development Director will manage a staff of five full and part-time employees as well as a capital campaign consultant. This position is a full-time role and is based in Boston's Latin Quarter.

Job Summary: While Hyde Square Task Force has successfully grown our organization and funding over the past 10 years, the **Development Director** will position us for future growth by introducing stronger administration and staff management to our fundraising and communications efforts. Given this focus, the Development Director will spend much of their first year strengthening our fundraising and communications team dynamics, systems, and protocols. In year two and beyond, the Development Director will take on more external relationships and innovation-related work. In year one, the Development Director will lead:

Fundraising Goal Setting and Progress Monitoring

- Partner with the Executive Director and Board of Directors to create a data-informed process to set ambitious but achievable fundraising goals in the \$3-5 million range
- Institute a pipeline process to monitor and report on fundraising progress throughout the year; making data-informed decisions that prioritize ongoing and new opportunities
- Create and implement protocols to maximize current fundraising database and/or propose adoption of new database system to track donor activity and progress to goals
- Standardize key fundraising processes such as gift processing, donor acknowledgement, etc.

Team Leadership and Cultivation

- Coach a full-time Grants Manager who oversees one part-time and one contract grant writer and spearheads material creation for over 60 grants annually
- Supervise new Communications Manager to strategically define their priorities and execute high quality digital media, event production, and volunteer engagement workstreams
- Manage Development and Communications Coordinator to execute all ongoing administrative tasks and support the grants and communications teams as needed

Capital Campaign Implementation

- Partner with capital campaign consultants to develop materials related to a \$5-10 million capital campaign that will fund the revitalization of two adjoining properties owned by HSTF
- Ensure capital campaign consultant has access to all critical data and resources

- Manage coordination between capital campaign and annual fundraising efforts to ensure donors are stewarded in a holistic way that supports the long-term health of HSTF

Fundraising Event Execution

- Plan and execute HSTF's annual Breakfast, which raises \$150,000 from individual and corporate sponsors
- Partner with the Executive Director to develop materials and solicit sponsors to support the event
- Leverage the communications team members to manage the venue, vendors, and other key logistics

Board Reporting and Engagement

- Collaborate with the Executive Director to report fundraising progress and needs to the HSTF board
- Facilitate conversations with the board's Resource and Development Committee, including agenda development, meeting facilitation, and follow up
- Engage board members in the annual breakfast and other opportunities as they arise

Organizational Leadership

- Participate in ongoing HSTF leadership team meetings
- Ensure strong communication between the development department and other HSTF departments

Qualifications/Experience

- A minimum of five to seven years of diversified fund development experience
- At least two years of staff management experience
- Demonstrated fundraising success with a track record of meeting or exceeding annual targets
- Excellent written and verbal communication skills
- Experience with implementing new and/or leveraging existing fundraising databases (HSTF currently uses Bloomerang)
- Some digital media, marketing, and/or events experience preferred
- Adaptable, flexible, and willing to grow with the needs of the organization
- Familiarity/experience supporting and expanding a culture of diversity, equity, and inclusion
- A passion and commitment to HSTF's mission, vision, and values
- Bachelor's degree required

Salary and Benefits

Starting at \$100,000, commensurate with experience. Benefits include: medical and disability insurance, parking, vacation time, personal days, paid holidays, sick time, 403(b) program, and a supportive work environment.

How to Apply

Interested candidates should submit their resumes and cover letter to devdirector@hydesquare.org by July 30, 2024. Please include salary requirements in your cover letter. **No walk-ins or phone calls please.**

Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.