**Hyde Square Task Force | Development Director**

Hyde Square Task Force (HSTF) believes in the transformative power of youth and builds the conditions for them to exercise it. Our **mission** is to nurture and amplify the voices, creativity, and power of youth by grounding them in Afro-Latin culture so they can advance justice in their communities. Founded in 1991 and based in Boston's Latin Quarter, HSTF engages more than 300 children, youth, and young adults annually through arts education, career and academic pathways, and community organizing. We reach an additional 1,800 community members through performances, cultural events, and advocacy each year. HSTF has a unique, intentional focus on Afro-Latin arts to encourage connection and growth among program participants and in the Latin Quarter community.

**Position:** The majority of HSTF's revenue comes from institutional funders, with growing support from individuals and government sources. Expanding our base of individual donors, stewarding existing funding relationships, and developing new relationships with institutional funders are critical focuses of the work. HSTF seeks a systems-minded, strategic Development Director to lead our fundraising and communications strategies to position the organization for continued growth. In partnership with the Executive Director, the Director will secure $3.5 million or more in grants and donations annually and play a lead role in our ongoing capital campaign. The Director will manage the development team and serve as a key member of HSTF's senior leadership team. This is a full-time position based in Boston's Latin Quarter in Jamaica Plain.

**Vision, Strategy, and Leadership**

- Partner with the Executive Director to advance fundraising efforts, support the overall mission, and meet annual goals and objectives.
- Manage the development and communications team, including the Grants Manager, Communications Coordinator, Development Associate, and consultants as needed.
- Manage the Board Resource and Development Committee and contribute to HSTF's strategic plan as a member of the senior leadership team.
- Create and implement an annual organization-wide development revenue strategy and growth plan.
- Develop and implement a robust organization-wide communications plan, including strategic storytelling and segmented communication to donors and other stakeholders.

**Fundraising Goal Setting and Progress Monitoring**

- Partner with the Executive Director and Board to create a data-informed process for setting ambitious yet achievable fundraising goals in the $3.5–5 million range and for monitoring progress quarterly.
- Use 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 the effectiveness of HSTF's fundraising database and standardize key fundraising processes, including gift processing and donor acknowledgment.
- Ensure cohesion and alignment across institutional, individual, events, and communications strategies.
- Plan and execute an annual fundraising event, which raises $150,000 from individual and corporate sponsors.
- Manage coordination between the $10M capital campaign and annual fundraising efforts to ensure donors are stewarded holistically, supporting the long-term health of HSTF.
- Assist the Grants Manager in writing grant applications and/or reports as needed.

**Individual Giving and Major Donors**

- Identify, qualify, and prioritize individual donor prospects through research, screening, and discovery meetings.

- Create annual goals and an engagement plan for major donors, including the Changemakers Circle, aligned with organizational priorities, donor interests, giving history, and other relevant criteria.
- In collaboration with the Executive Director, engage, cultivate, solicit, and steward a portfolio of major donors and prospects.
- Manage annual Board giving and engagement in support of the organization's fundraising goals.

**Systems Management**

- Ensure optimal departmental operations through routine process monitoring and the establishment of new processes as needed.
- Oversee financial reporting systems for the Board, funders, and management, ensuring the integrity and accuracy of all development reports.

*The role is full-time in Boston's Latin Quarter for the first 90 days, and then hybrid with up to 2 days per week remote.*

**Qualifications and Experience**

- 7-10 years of progressively responsible fundraising experience, with at least 2-3 years in a leadership role.
- Demonstrated fundraising success with a track record of meeting or exceeding annual targets of $3M+.
- Successful cultivation and solicitation of major gift donors, both individual and institutional.
- Ability to write compelling donor communications and represent HSTF externally.
- Strong people leadership and project management skills.
- Experience in digital media, marketing, and/or events.
- Experience with Bloomerang, Salesforce, or a comparable fundraising CRM.
- Ability to manage a high-volume workload collaboratively and efficiently.
- Orientation to detail without losing sight of the big picture, overall annual objectives, and future priorities.
- Proven ability to partner effectively with executive leadership and the board to drive results.
- Demonstrated commitment to diversity, equity, and inclusion.
- A passion and commitment to HSTF's mission, vision, and values.
- Bachelor's degree required.

**Salary and Benefits**

$125,000 to $140,000, commensurate with experience. Benefits include: medical and disability insurance, 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 letters to devdirector@hydesquare.org by November 16, 2026. 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 a range of traditions, experiences, and perspectives. Individuals of all backgrounds are strongly encouraged to apply. If you need a reasonable accommodation during the application or interview process, please contact barbara@hydesquare.org.*