



## Cambridge Community Foundation Director of Development March 2024

Join the **Cambridge Community Foundation** to guarantee the future success of Cambridge, Massachusetts; its residents; and its dynamic community! Cambridge Community Foundation seeks to hire its first **Director of Development** to extend the impact of its philanthropic team and achieve the goals of making Cambridge a vibrant, just, and equitable city for all.

In 2024, the Foundation began implementing a new [Strategic Plan](#), focused upon twin, intersecting goals to reduce economic disparities and strengthen community bonds to guarantee the future success of Cambridge. To achieve community-wide change and measurable improvements for both individuals and social-connectedness will require substantial investment. The Foundation earns revenue through both the generosity of community members contributing to the annual Civic Leadership appeal, and through thoughtful stewardship of local partners, donor advised fund holders, initiatives such as field of interest funds, and other donor services. The **Director of Development** will provide both the strategic oversight and the hands-on work to ensure the Civic Leadership appeal flourishes, engaging community members of all backgrounds through the power of collective giving and investing in a prosperous Cambridge for all.

### The Opportunity

The Director of Development position is a new role at the Cambridge Community Foundation, reporting to and collaborating with the Vice President, Philanthropic Partnerships, and partnering with the two other members of the development team. Every member of the Foundation team contributes to the “start-up spirit” of this 100-year-old institution. The Director of Development is expected to focus on the following:

- Leading and running fundraising for the Civic Leadership Fund, the Foundation’s annual appeal.
- Supporting the work of the Professional Advisors Council, the Foundation’s group of engaged philanthropic and wealth advisors who offer counsel and connections to grow the Foundation’s reach.
- Leveraging existing data and identifying new opportunities for developing data-informed approaches to direct fundraising appeals to targeted audiences.
- Drafting compelling appeals, reports, donor stories, acknowledgements, and development-related communications, in partnership with the communications team and the Vice President.
- Exploring and launching new avenues for investment in the Foundation and its work, from broadening the communities and generations that support the Foundation to implementing a planned giving program or peer-to-peer initiatives.
- Exploring and expanding the corporate support of the Foundation, by connecting with local CSR leaders and creating mission-aligned partnerships, and leveraging employee matching gift programs
- Fostering relationships across Cambridge’s diverse communities of leaders, thinkers, investors, and both new and long-time residents to not just grow the Foundation’s philanthropic resources, but to fully embrace the Foundation’s vision for social cohesion and economic mobility.



## Qualifications and Qualities

Like the entire Cambridge Community Foundation team, the successful candidate will be kind and highly collaborative, enthusiastic about innovating, while eager to implement. These initial characteristics echo the Foundation's core values, which also include equity and justice, the right to dignity, and creativity and imagination. Candidates should understand, appreciate, and demonstrate enthusiasm for the multiple factors that make Cambridge the community it has been and could be. A successful community foundation, such as Cambridge's, navigates uplifting the work of community leaders and organizations while dismantling silos and creating synergy across multiple stakeholders. As a result, the Director of Development should recognize how unique this role is among fundraising opportunities.

The Foundation recognizes that candidates may succeed in this position from a variety of educational, experiential, and professional routes, and welcomes candidates to think broadly about the ideal qualifications and qualities that follow.

Ideally candidates should demonstrate:

- Five to ten years or more of successful fundraising experience, leading an annual fund or fundraising campaign, stewarding donors, and using data to grow revenue.
- Previous experience personally asking for a substantial contribution to an institution or initiative.
- General understanding of traditional fundraising approaches from corporate giving to individual giving to major donor giving, as well as how fostering a culture of philanthropy can advance support at all levels.
- Enthusiasm both for the day-to-day task of running an annual appeal and the personal engagement that attracts long-term investors in a mission.
- Facility with technology, particularly using donor databases for moves management.
- Exceptional skills in communication, organization, and planning to support the spectrum of tasks that the Director and every team member may contribute to within the Foundation.
- Qualities such as initiative, perseverance, openness to feedback, and ideally a good sense of humor!

## Compensation and Benefits

Cambridge Community Foundation offers a generous total compensation package including three weeks of paid time off; Health and Dental insurance coverage (75% subsidized by the Foundation); no cost Vision/Life/Disability insurance; and a 403(b) plan to which the Foundation has historically made annual discretionary contributions. The salary range is between \$100,000-\$120,000 annually.

## To Apply

Please forward a resume and thoughtful cover letter, in pdf, to our search consultant, Carolyn O'Brien Consulting, LLC (based in Cambridge) to this [link](#).

## About the Foundation

The foundation of and for all of Cambridge, we aspire to make our community vibrant, just, and equitable. Established in 1916, the Cambridge Community Foundation supports the well-being of all of Cambridge through grantmaking to nonprofits, civic leadership, and philanthropic partnerships.



**CAMBRIDGE**  
Community Foundation

We are committed to thinking big and pursuing bold, innovative ideas to solve our city's most pressing problems. As a grant maker, we support 150+ local nonprofits annually. As a civic leader, we conduct research and initiate cross-city conversations and collaborations that lead to impactful change in the city. We serve as the philanthropic home for Cambridge, working with our donors and partners to address community needs.

Cambridge Community Foundation's goal is to foster an inclusive and empowering environment for all employees. The Foundation is an equal opportunity employer. We do not discriminate on the basis on race, religion, color, national origin, sex, gender identity, sexual orientation, age, veteran status, medical condition, status as an individual with a disability, or any other basis applicable by law.