Mission:
The Women’s Foundation of Boston’s (WFBoston) mission is to create, fund, and accelerate high-impact economic and leadership programs that equip Greater Boston women and girls to be financially independent and successful leaders.

History:
Established in 2017, the founders were motivated by the massive philanthropy gap in foundation giving to women’s and girls’ causes, and decided to leverage their business experience in investing, financial analysis, strategic planning and consulting to move the needle in charitable giving to women and girls.

Today, the Women’s Foundation of Boston (WFBoston) is an exciting, fast growing, dynamic organization with 100+ volunteers moving our mission forward. In 2020, WFBoston created the only COVID Response Fund exclusively for women and girls in Greater Boston. WFBoston raised over $1.9M in 2020 to support grantmaking and the endowment. For 2021, WFBoston has the goal of raising $3.2M and is in the early stages of a major gifts endowment campaign. WFBoston is a high energy, passionate group of volunteer professionals who strongly believe in the economic empowerment of women and girls.

Part-time Development Professional

WFBoston seeks a seasoned part-time Development Professional who is a self-starter with an entrepreneurial lens. As this is the first development staff hire, the successful candidate has the extraordinary opportunity to help build all aspects of a robust fundraising shop - to expand, implement and evaluate a structured comprehensive fundraising plan which includes both individual and institutional (corporate and foundation) giving.
Fundraising efforts are currently led by the CEO and supported by an expert volunteer team (expertises in individual giving, fundraising operations, corporate and foundations). The hire will assist in all development operations, work closely with the CEO on individual donor strategies (annual fund, face-to-face solicitations, etc) and assist in the oversight of growing corporate and foundation giving.

The position requires versatility, passion, collaboration and some technical skills (Salesforce & GSuite). Detail oriented, an excellent communicator and self directed describe the ideal candidate. The PT Development Professional reports directly to the CEO. The job would be largely remote. We expect the hours to be 20 hours per week and there is significant potential for increased responsibilities.

**Duties and Responsibilities:**

The primary responsibility of the PT Development Professional at WFBoston is to act as the lead manager of our five year fundraising plan that will position the organization for sustainable fundraising growth. Early fundraising success over the last three years has created a strong base and an organized and talented development professional will only enhance that foundation and bolster growth.

The main responsibilities include:

- Lead the management of a comprehensive five year fundraising plan and integrate the plan with all aspects of the organization. Assist CEO in its implementation.
- Manage events and integrate high level volunteers in the planning and execution.
- Create and incorporate a fundraising calendar with all aspects of WFBoston.
- Partner with volunteer staff in grant writing, corporate fundraising, marketing and board committees.
- Maintain and improve processes and systems for fundraising operations. Track and analyze fundraising metrics.

The job would be largely remote; although at some point travel to visit donors may be required; this would all be in the Greater Boston area and mostly during business hours with some flexibility.

**Qualifications:**

5 Years of Development experience;

Ability to manage multiple projects, set priorities, and meet deadlines;

Strong organizational, problem solving, and time management skills;
Exceptional attention to detail;
Strong written and oral communications skills;
Friendly disposition and great sense of humor;
Capacity to manage and organize complex and highly confidential information;
Knowledge of funding resources and the Boston philanthropic community;
Demonstrated experience with GSuite and Salesforce;
Ability to work well independently and as part of a team;
Major gift experience is a plus.

**Education:**
4 year college degree or equivalent

**Physical Requirements:**
Ability to sit for extended periods of time while simultaneously performing data entry and information intake via phone. Can be met with or without reasonable accommodation.

**Salary:** Commensurate with experience

**Nondiscrimination Clause**
Except as to fulfill the Mission of the WFBoston (advancing economic and leadership opportunities for women and girls), the officers, directors, committee members, employees, and persons served by the WFBoston shall be selected entirely on a nondiscriminatory basis with respect to gender, age, race, religion, national origin, pregnancy status, and sexual orientation. It is the policy of the WFBoston not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, pregnancy status, age, physical disability, veteran’s status, political service or affiliation, color, religion, or national origin.

**How to Apply**
Please email a cover letter and resume to Christina Gordon or Patti Satterthwaite at hr@wfboston.org