

Senior Development Manager Job Description

About Discovering Justice

For over two decades, Discovering Justice has been bringing students and communities together to examine the workings of the justice system, explore the ideals of justice, and prepare them to engage as active citizens. We believe in the power of the next generation to sustain our democracy. We value the belief that the justice system can and should work for everyone.

Discovering Justice runs after-school programs for middle school students through our Mock Trial and Mock Appeal Programs, provides in-school curricula for Grades K-5 and professional development for elementary grade educators, and brings students and community members of all ages into the Moakley Courthouse in Boston for tours, field trips, and educational events. We believe in the power of the next generation to sustain our democracy and work every day towards making that a reality.

The Role

As the Senior Development Manager, you'll be the strategic and tactical partner for implementing fundraising operations in support of the Interim Executive Director. The permanent Executive Director who is expected to arrive in May 2025 will also hire a Director of Development to lead the full complement of Development fundraising efforts.

Responsibilities

- **Fundraising:** Oversee the Development and Administrative Associate's gift processing and efficient flow of contributed revenue into the donor database, through reconciliation with the accounting team, and follow up stewardship with donors.
 - **Recognition and Stewardship:** Ensure that all donors, sponsors, and partners receive the ongoing annual recognition assured to them in Memoranda of Understanding.
 - **Event Planning:** The Senior Development Manager will support the Interim Executive Director in planning the annual fundraising Gala by coordinating volunteer meetings, auction logistics, sponsorship solicitations, vendor communications, program run of show, etc.
 - **Communications:** Craft effective communications to constituents and Board members, as well as internal courthouse partners. Oversee the production of the annual report to the community. Assist with the compilation of fundraising appeals to foundations, corporate givers, and individuals.
 - **Management:** Supervise the Development and Administrative Associate's workflow.
 - **Other Duties:** Contribute to the overall resource development and external relations strategies as defined by the Executive Director and Director of Development to be hired in spring of 2025.
 - **Work Ethic:** Bring an enthusiastic, collegial attitude, and good sense of humor to the workplace.

Team & Structure

- **Your Manager:** You report to the Interim Executive Director.
- **Your Team:** You will work closely with all members of our eight-person staff.
- **Your Reports:** the Development and Administrative Associate will report directly to you.

Benefits

1. **Professional Development:**
 - \$500 annually for training, conferences and/or coaching after 90 days from start date
2. **Health Benefits:**
 - 75% Employer-paid premiums for BCBS of MA medical, dental, & vision insurance
 - FSA plan with \$3,200 annual allowance
 - 75% Employer-paid Health Reimbursement Arrangement (HRA)
3. **Life Insurance:**
 - Employer-paid coverage provided after 90 days from start date
4. **Disability Insurance:**
 - Employer-paid Short and long-term coverage provided after 90 days from start date
5. **Retirement Plan:**
 - Employee TIAA-CREF 403(b) plan option
 - Employer contributes 5% of salary with no required employee match to a TIAA-CREF 403(b) account after 90 days from start date
6. **Paid Leave:**
 - 15 vacation days (3 weeks) accruing at 0.58 days/pay period for years 1-3, 0.77 days/pay period for years 4+
 - 2 personal days per calendar year
 - 5 sick days per calendar year
7. **Holidays:** Paid leave for 13 major holidays

Salary

The starting salary for this role is \$85,000.00

Hiring Process

- Submission of resume and cover letter to mnguyen@discoveringjustice.org
- Initial Phone Call with Interim Executive Director
- Interview(s) with Interim Executive Director and at least one other interviewer

Location

Our office is situated within the iconic John Joseph Moakley U.S. Courthouse at 1 Courthouse Way in the Seaport District of Boston. The location allows us to work closely with federal judges and other members of the Courthouse community. We embrace a hybrid work approach, working at least two days a week in the office, combining the advantages of face-to-face interactions with the flexibility of remote work.

Qualifications

- 5+ years of relevant experience in progressively advancing development work
- Excellent verbal, written, and interpersonal communication skills
- Experience in cultivating, soliciting, and stewarding organizational supporters
- Experience managing volunteers and/or junior staff

- Experience coordinating high-profile fundraising events with complex programs
- Ability to independently prioritize tasks intuitively based on importance
- A demonstrated commitment to social justice and civic engagement

Equity Statement

Don't quite meet the qualifications but feel like you could be a strong fit for the role? We would love to still hear from you and encourage you to apply!

- We strongly encourage applications from members of marginalized communities, including Black, Indigenous, and people of color; women; and the LGBTQIA+ and disabled communities.
- Discovering Justice prohibits discrimination and harassment of any type and is proud to be an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

We value a diverse workforce and are committed to creating a diverse and inclusive environment where we strive to embed equity and inclusion into everything we do.