



**Director of Development
Project Citizenship**

OVERVIEW

Project Citizenship is New England's largest citizenship provider. With a team of five permanent staff members, and over 750 *pro bono* volunteers, Project Citizenship serves more than 1,600 immigrants each year on their paths to citizenship. We have a 95% success rate because of the efficiency and accuracy of our process.

Only 10% of the eligible 300,000 permanent residents in Massachusetts apply for citizenship because of the many obstacles: \$725 filing fee, backlogs, increased scrutiny and growing wait times.

Project Citizenship works to overcome these obstacles with free legal services. A 2017 Social Innovation Forum innovator, Project Citizenship provides free legal services with its unique *pro bono* model, utilizing volunteers from Boston's top law firms and law schools. And it is also supported by a 14-member Board of Directors. With a current annual budget of \$740,000, in just four short years Project Citizenship has already helped more than 5,300 immigrants to apply for citizenship. It hopes to increase its budget to \$1.2M over the next four years, and to have the capacity to help over 6,000 more immigrants before 2022.

Position Summary

Project Citizenship seeks an experienced and committed development professional to develop and lead a long-term strategy to create a diverse fundraising program. The Director of Development oversees all aspects of fundraising including major gifts, special events, direct mail appeals, foundation grants, and corporate partnerships. Reporting to the Executive Director, s/he provides professional and strategic fundraising leadership to the Executive Director and Board of Directors. This position is an excellent opportunity for an entrepreneurial fundraising professional, who is also passionate about serving immigrant communities, to build on the organization's successes over the past four years.

Responsibilities:

- Work closely with the Executive Director and Board of Directors to develop and execute an effective development plan; ensure Project Citizenship maximizes opportunities, meets its fundraising goals, significantly diversifies and grows philanthropic support, and builds long-term sustainability
- Partner with the management team to identify funds needed and preferred funding targets
- Manage all development activities, including major gifts, special events, direct mail appeals, foundation grants, and corporate partnerships.
- Develop and manage relationships with current and prospective funders and supporters through research, cultivation, solicitation, recognition, and stewardship
- Establish and maintain benchmarks, metrics and reporting systems that effectively track progress toward annual and multi-year goals
- Develop and manage a comprehensive marketing and communications plan that includes social media, a monthly digital newsletter, and other oral and written presentations to promote the organization's work and lead to increased support
- Develop consistent messaging for all donor communications, while developing cultivation and solicitation strategies for key donors and prospects
- Serve as a representative of Project Citizenship, cultivating relationships with community members, prospective volunteers, and supporters to build awareness and support for the organization's work
- Coordinate, strategize with, and support the Executive Director, Board, and Development Committee members in all development efforts

Qualifications:

- Commitment to the mission of Project Citizenship
- Proven track record in raising funds from diverse donor sources, including corporate and foundations, major gifts from individuals, and annual appeals
- Excellent written and oral communication skills with expert ability to speak compellingly and persuasively about Project Citizenship's mission and goals; experience and credibility when presenting materials to external audiences
- Ability to manage multiple projects and balance competing priorities in a fast-paced, deadline-driven environment

- Strong interpersonal, supervision, administration, and management skills, with a demonstrated ability to work well with diverse groups of people
- Proficiency in Microsoft Office programs
- Familiarity with Salesforce donor tracking system, a plus
- Experience with Mailchimp, In Design or other graphic design, a plus
- Minimum BA/BS required

This position offers a competitive benefits and compensation package.

Interested applicants should submit a cover letter and resume to jobs@projectcitizenship.org. All inquiries will be held in confidence. Project Citizenship is an Equal Opportunity Employer.