



**Title:** Development Director – contract part-time (25 hours per week)

Responsible for creating and implementing fundraising and development operations for a Boston-based Deaf grassroots human service nonprofit with 5 regional offices across eastern Massachusetts. Work with Executive Director and Management Team in preparing grant proposals for agency operating support and program support. Maintain existing relationships with current funders. Research RFRs and corporate and private foundations for new and current grant opportunities. Work with the Executive Director to implement short and long-term fundraising initiatives. Develop annual appeal and special appeals and fundraising opportunities, traditional and online. Maintain and develop donor relations and maintain information in the donor database. Oversee public relations and develop materials as needed. Oversee and develop agency's social media presence.

**Duties:**

- Implement DEAF, Inc.'s annual fundraising plan
- Develop and track a multi-year fundraising activities plan.
- Attend Board fundraising committee, provide advice and direction as needed, and oversee progress of fundraising events and activities, and attend fundraisers.
- Research private and corporate foundations; city, state, and federal grant opportunities to evaluate strength of match; develop and submit proposal for operating support and program support.
- Work with partner agencies to collaborate on grant opportunities.
- With the Executive Director and Board members, as appropriate, identify, cultivate, solicit, and manage current and prospective major donors, and develop and maintain key relationships with current and potential institutional funders.
- Prepare thank you letters and other donor loyalty, prospecting, and outreach materials.
- Supervise and work with the Webmaster/Social Media Specialist
- Provide editing to Executive Director, Board, and staff, as needed.

**Qualifications:** Five + years' experience in development-related work including online fundraising tools and campaigns. Proficient in MS Office. Background in state, federal, city, and foundation grant application procedures, and individual donor development. Familiarity with grant and donor management software.

Strong English writing, editing, and communication skills, including for online and hard-copy. Demonstrated track record of successfully applying for and receiving human service related grants and contracts. Demonstrated track record developing successful online fundraising campaigns, and developing and maintaining donor relations.

Fluency in American Sign Language (ASL) preferred. Open to learning ASL required. (Free ASL classes provided)

**Supervision:** Reports to the Executive Director.

Immediate opening: applications accepted until position filled. Interested applicants: email Cover Letter, Resume, and three development-related reference letters to:

Ann Thompson, Human Resources/Administrative Coordinator  
[athompson@deafinonline.org](mailto:athompson@deafinonline.org)

*DEAF, Inc. is an Affirmative Action, Equal Opportunity employer. Deaf, DeafBlind, Hard of Hearing, and Late-Deafened persons, women, veterans, members of communities of color, and persons with disabilities are encouraged to apply.*