



Elizabeth Stone House, Job Posting

Title: Deputy Director of Development

About the Elizabeth Stone House

The Elizabeth Stone House (ESH) partners with adult and child survivors of domestic violence (DV) and related trauma – mental illness, housing instability and substance misuse – to achieve safety, stability, and overall wellbeing, thereby contributing to the strength, resiliency, and health of the community we serve.

A 501(c)3 nonprofit organization, ESH was founded in 1974 as a residential alternative to institutionalization for women with mental illness. ESH today provides comprehensive, integrated services to help low-income survivors of domestic violence and related challenges heal from trauma, remain clean and sober, address their mental illness, increase self-efficacy, find safe, stable housing and develop financial literacy and job skills.

Job Description

The Elizabeth Stone House is in a unique period of growth with a 5-year capital campaign coming to a close within the next year. This closing will initiate the construction of a new building in Roxbury that will scale up the agency's programming capabilities and fundraising needs significantly. We are looking for an ambitious, capable, and experienced development professional who will join our management team to help lead us through this transition and secure the funding we need to expand our operations.

Primary Function

The Deputy Director will work closely with the Director of Development as second in command to grow the organization's annual income from its current \$2 million to the \$4 million or more that will enable us to utilize the new facility to its full potential.

Specific Responsibilities of the Deputy Director of Development

- Participate in ongoing review and revision of fundraising strategy and goals for annual operating support.
- Arrange and/or attend meetings with donors and prospects using executive staff resources as needed.
- Write and edit internal development briefings, status reports, summaries and other informational documents for senior staff and Board of Directors.

- Ensure accuracy of institutional giving calendar and tracking system for grant related information.
- Stewardship of all corporate donors and prospects; work with Director of Development to steward other institutional donors and prospects as needed.
- Plan and coordinate events in conjunction with Donor Relations Manager to cultivate donors and prospects.
- Manage the agency's primary annual fundraising event, Wilderness Heals, a three-day pledge hike in the White Mountains of New Hampshire.
- Supervise staff as required including: Donor Relations Manager; Data, IT & Reporting Manager; and Annual Fund Manager

Ideal Skills and Experience

- Strong familiarity with the philanthropic community in Boston. Familiarity with foundation and government fundraising will also be required.
- Superior presentation and interpersonal skills, with the ability to inspire and motivate donors and prospects and the ability to interact with a diverse constituency.
- Ability to prioritize and work in a very fast-paced environment and to juggle multiple projects, with a strong attention to detail. Sense of humor required.
- Excellent writing and editing skills.
- Excellent computer skills with Microsoft Office programs; donor research experience with Wealth Engine a plus; experience with ETO (Efforts to Outcomes) performance management software also a plus.
- Donor Database experience required; experience with Abila is a plus.
- Ability to participate in evening/weekend events and to travel, if required.
- Strong interest in social services in general and service to survivors of domestic violence in particular.
- Minimum of 5-10 years development experience, preferably in social service organization.
- Bachelor's Degree required, Master's Degree preferred.
- Two to three years staff supervision experience.

Critical Competencies for Success

- Track record of implementing best practices in dealing with all donors; ability to think at a high level about institutional priorities and integrate development with these priorities; excellent analytical/problem-solving skills with the ability to analyze data and develop and monitor programs.
- A history of soliciting gifts at the leadership level and developing and implementing a coordinated, comprehensive advancement strategy that includes individual, foundation, corporate and government funders.

- Track record of working with corporate and institutional partners, creating proposals and matching opportunities with funding priorities while cultivating new donors.
- Strong and disciplined leader who has the ability to support and motivate a team of development professionals and staff; possess a track record of assessing and reorganizing staff to maximum efficiency to achieve organizational goals.

Other Characteristics

The successful candidate will be passionate about the Elizabeth Stone House's mission and value how Development contributes to that mission. She/he will be a seasoned professional capable of proactively developing strategies for long term implementation and working in a fast-paced environment. The ideal candidate will be confident, creative and entrepreneurial with the ability to articulate such strategies to senior management and the board of directors as well as manage a collaborative team, enabling staff to perform at the highest level to achieve the best possible outcomes. He/she is solutions-oriented and can successfully balance both staff and senior management needs and expectations.

This is a full-time (36 hours/week) position.

Elizabeth Stone House offers competitive benefits, including a flexible family-friendly schedule, generous vacation, holidays and paid time off, full health benefits, 401k, and professional development training opportunities.

Apply by email to Jim May, Director of Development: jmay@elizabethstone.org

Include cover letter, resume and writing sample.