



Director of Development

Organizational Overview

[The Boston Society for Architecture \(“BSA”\)](#), which includes the Boston Society of Architects (“BSA/AIA”) and the BSA Foundation (“Foundation”), is a membership and community nonprofit organization committed to advancing architecture, creating a healthy environment, and building equitable communities for everyone in Eastern Massachusetts. At 4,500 members, the BSA/AIA is the 2nd largest local chapter of the American Institute of Architects (AIA) in the country dedicated to supporting and promoting the profession of architecture and the critical value of design in the built environment. The BSA Foundation uses the fundamental blocks of architecture and design to help communities address their challenges by providing access to design resources, ensuring access to design education, and empowering neighborhoods by visualizing design solutions to address inequities and injustice, and the effects of climate change. Collaboratively, these entities work to build a better Boston by engaging communities, inspiring vision, and provoking positive change.

The BSA, which has a \$4 million operating budget and eighteen staff members, has been led since 2013 by Eric White, the organization’s Executive Director, who has a dual reporting relationship to the BSA and Foundation Boards of Directors. Reporting directly to the Executive Director, the Director of Development, along with BSA’s two Manager Directors, currently comprise the organization’s senior leadership team.

Position Overview

Supported by an Advancement Manager, the Director of Development is responsible for all BSA philanthropic activities, including major gifts, corporate giving, and grants, with a current annual fundraising goal of approximately \$1 million, with ambitions to reach a \$5 million annual goal within five years. In addition, as a member of the senior leadership team, the Director of Development is intimately involved in establishing and achieving institution-wide strategy, priorities, goals, and objectives.

Specific Responsibilities

Development Program

- Solidify BSA’s development program, clearing understanding the unique connection between membership and philanthropy as well as articulating the case to members of philanthropy as an additional and necessary means for advancing BSA’s mission.
- Plan and execute a comprehensive development program that attracts substantial support from individual and corporate donors as well as private foundations, collaborating with the Board of Directors, its Development Committee, fundraising consultants, and the Executive Director to grow and leverage the skills and capacities of all.

- Work in close partnership with the Executive Director to maximize and complement each other's contributions to the fundraising program and provide sound leadership and advice to the Executive Director to improve his fundraising acumen.
- In support of the development program, the Director of Development will:
 - Conduct donor research and prospect to grow BSA's donor base, particularly regarding major donors;
 - Cultivate and steward meaningful relationships with individual donors, corporate supporters, and foundations, including facilitating and attending donor meetings with the Executive Director;
 - Prepare the Executive Director to make up to six figure asks of individual donors, and when appropriate, personally making asks;
 - Research foundation and corporate grant opportunities aligned with BSA's mission and values, ultimately writing grant proposals in collaboration with the Advancement Manager, and cultivating and stewarding relationships;
 - Ensure BSA maintains a comprehensive and accurate fundraising database; and
 - Manage BSA's Advancement Manager who is responsible for gift processing, donor acknowledgements, donor database integrity, and other internal systems that support the fundraising program.

Board Engagement and Development

- Support the Executive Committee and the Executive Director to embed a culture of philanthropy and an ongoing commitment to giving by board members and the BSA membership in general.

Executive Leadership

- Work collaboratively with the senior leadership team and the BSA boards to develop the organization's strategic direction and communications, ensuring that the development program is aligned with institutional objectives and values.
- Incorporate the BSA's four strategic initiatives – Advancing Architecture, Equity and Justice, Environment, and Community – into BSA's philanthropic activities.
- Be a champion of diversity, equity, and inclusion, ensuring that the BSA's philanthropic activities are forward looking.

Human Resources

- Supervise and lead all direct reports to encourage maximum performance and dedication.

Skills and Experience

- Strong senior level leadership skills at an organization of similar size and reach with the ability to transform, grow, and oversee a robust fundraising program.
- Seasoned fundraiser with the ability to be forward-facing with donors, develop and steward strong relationships with board members, and be comfortable and skilled at making an ask.
- Ability to identify prospective donors and steward existing donors, ideally having experience with major donors.

- A self-motivated, entrepreneurial spirit with a flexible mindset who is comfortable with ambiguity and able to adapt fundraising practices to BSA's unique culture and climate.
- Passion, enthusiasm, and sensitivity for architecture, design, the built environment, and/or the creative arts, along with an understanding of the impact architects, architecture, and design have on building communities and the ability to translate that understanding to engage donors.
- Excellent written and verbal communication skills with the ability to inspire donors about BSA's mission and vision.
- Able to build authentic relationships with members, donors, co-workers, and outside collaborators.
- A consummate professional, who can be a partner with the Executive Director and the senior leadership team to drive institution-wide performance.
- A commitment to and experience with diversity, equity, and inclusion, with the ability to build bridges and work with people of different races, ethnicities, ages, genders, sexual orientation, gender identity, religion, ability and socio-economic, as well as demographics, psychographics, and institutional cultures.
- Comfort with databases, software, and technology platforms associated with fundraising programs and membership organizations.

Application Process and Additional Information

Candidates must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of the BSA, along with salary requirements, with the understanding that BSA's salary range for this position is \$100,000 to \$140,000. Applications will be accepted until the position has been filled. Upload required documents to:

<https://eostransitions.applicantpool.com/jobs/>. The BSA is an Equal Employment Opportunity and Affirmative Action Employer which strongly encourages applications from candidates from diverse races, backgrounds, genders, and cultures.