



# Regional Environmental Council (REC)

PO Box 255, Worcester, MA 01613  
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[www.RECworchester.org](http://www.RECworchester.org)

## **Position available: Development Director**

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### **ABOUT THE REC**

The **Regional Environmental Council, Inc. (REC)** is a nonprofit food justice organization with a 50-year history of working for environmental sustainability and social justice in Worcester and Central Massachusetts. Our mission is to bring people together to create a just food system and to build healthy, sustainable, and equitable communities. Our work is driven by the belief that a vibrant, thriving community is one in which everyone has access to healthy and affordable food, clean air to breathe and water to drink, and safe places to live, work, learn, and play.

REC's current programs enable community members to access healthy, affordable, culturally appropriate, local food in food-insecure neighborhoods in Worcester and Southern Worcester County. Our programs are:

**UGROW** – (Urban Garden Resources of Worcester) supports a network of over 60 community and school gardens and urban farms involving more than 500 gardeners and urban farmers and 2,000 public school students throughout the city. UGROW provides organic seedlings, compost delivery, soil testing, technical support, training, and educational workshops to support the development and maintenance of a thriving network.

**YouthGROW** – (Youth Growing Organics in Worcester) is a summer and after-school youth development initiative that provides jobs to underserved teens on two urban farms. Participants plant, tend, and harvest organic produce and sell it affordably in support of the program. YouthGROW provides job and life skills, leadership development and community engagement opportunities, along with mentoring and after-school support to youth on their journey to becoming healthy, skilled, and self-confident young adults.

REC Community Farmers Markets include two full-season farmers' markets and mobile farmers' markets bringing healthy, local food from dozens of area farms to 15 locations each week in food-insecure neighborhoods in Worcester and Southern Worcester County. These markets serve 5,000 unique customers annually and accept all forms of payment, including WIC and Senior Coupons, and SNAP/EBT/HIP.

For more information, please visit our website: [www.recworchester.org](http://www.recworchester.org).

### **ABOUT THE POSITION**

This is an exciting opportunity for a skilled professional to lead the REC's fundraising and communications efforts to support our growth and the next stage of organizational development. The Development Director reports to the Executive Director (ED), works closely with the Board of Directors, and is a member of the organization's senior management team.

We're looking for someone who will create and execute a comprehensive fundraising program, develop strategies and plans, and support the Executive Director and Board of Directors to cultivate, solicit, and steward donors. In partnership with the ED and the Board, this position is responsible for leading REC's development, communications, and marketing strategies. They will be responsible for developing and implementing the organization's fund development plan and its component activities. These include: cultivating and stewarding relationships with prospective and existing individual and institutional donors and supporters, developing and growing the Major Gifts Program, managing the grant proposal and reporting process, planning and executing

special events, developing and implementing the organization's strategic communications and marketing efforts, and supporting the successful execution of our planned capital campaign.

The Development Director will manage a small development team. As a member of the senior management team, the Development Director participates in strategic planning and budgeting initiatives, helping develop and implement the long-term strategic vision and goals of the organization.

The successful candidate will work in partnership with REC's Executive Director, development and administrative staff, board, volunteers, and program staff to achieve strategic and sustainable organizational growth, to significantly grow the portion of organizational revenue that accrues from individual giving, to successfully execute our first capital campaign, and to help us more effectively communicate our story to existing and prospective donors and the general public.

## **RESPONSIBILITIES**

- 1. Raise the philanthropic resources necessary to support and grow REC's programs and initiatives.**
  - a. Manage a portfolio of prospects and donors with potential to provide significant charitable gifts to the organization. Cultivate, solicit, and close annual, major gift, and multi-year contributions.
  - b. Achieve all annual and multi-year revenue goals, growing philanthropic support.
  - c. Identify new funding prospects to support the organization.
  - d. Effectively implement, steward, and grow REC's Major Gifts Program to increase annual and multi-year support from current and potential donors. Develop and implement a planned and deferred giving program.
  - e. Develop and lead the organization's grant strategy, assuming primary responsibility for managing a robust calendar of grant proposals and reports, writing and submitting proposals and reports, and maintaining regular correspondence with program officers and trustees of corporate, foundation, and family foundations to ensure strong long-term relationships.
  - f. Serve as lead staff to REC's future capital campaign to build a new programmatic and administrative center for the organization. Support future anniversary, growth capital, and endowment campaigns as well.
  - g. Serve as a passionate proponent of the organization and its mission.
  - h. Appropriately represent the organization, its board and staff leadership to donors and prospects.
  
- 2. Implement a comprehensive fundraising program.**
  - a. Implement fundraising strategies and programs, including a special emphasis on major giving, strategic partnerships, foundation and corporate relations, and deferred and planned giving programs that increase the organization's support from individuals, corporations, foundations, and other sources.
  - b. Provide leadership, strategic direction, management, and coordination for all aspects of the organization's development efforts.
  - c. Prepare the annual fundraising plan in collaboration with the Executive Director for presentation to the Fund Development Committee; provide detailed reports about progress on a regular basis, including but not limited to monthly Fund Development Committee and Board meetings.
  - d. Engage, leverage, and support the Fund Development Committee's efforts to provide strategic guidance and to introduce, engage and solicit potential donors.
  - e. Oversee donor stewardship and recognition programs, as well as all annual giving programs.
  - f. Working with the Director of Programs and the program team, continue to build employee engagement programs to steward relationships with individual and corporate donors.
  - g. Develop event strategy and oversee established annual fundraising events including smaller convenings to inspire interest and support.

- h. Ensure appropriate systems and procedures are in place to support the future fundraising goals.
  - i. Ensure accurate maintenance and security of records and donor information. Manage gift receipting and acknowledgements.
- 3. Work collaboratively with volunteer and staff leadership to enhance their fundraising skills and to support their revenue generating efforts.**
- a. Partner with the Executive Director to deploy his time and attention on the greatest revenue generating opportunities. Coordinate fundraising efforts of Executive Director, Fund Development Committee, REC's Board, and key Program staff.
  - b. Work effectively with the REC's Board and other key volunteers, leveraging their talents, resources, and ideas to identify new prospects, secure introductions, and engage and solicit prospects and donors. Enhance volunteer leaders' ability to identify fundraising opportunities and encourage their ongoing participation as donors and solicitors.
  - c. Recruit, lead, evaluate, mentor, inspire, and retain staff and volunteers with fundraising and marketing responsibilities. Work with leadership to hire, onboard, and manage a Development Associate and a Communications Associate. Expand staff resources further as growth allows.
  - d. Build strong relationships with Program staff and understand REC's community investment priorities and impact objectives; work collaboratively with program staff to steward donor relationships and attract funding.
  - e. Oversee the organization's donor communications and marketing.
  - f. In addition to REC's Board of Directors, recruit and motivate other community and business volunteers to help REC attract philanthropic revenue from individuals and corporations.
  - g. Foster a culture of philanthropy within the organization.
  - h. Ensure that philanthropy and fund development are carried out in accordance with the organization's mission, vision, and values, including our commitment to justice, equity, diversity, and inclusion.
- 4. Serve as a member of REC's senior leadership team to advance the organization's goals.**
- a. Build and implement a comprehensive fundraising program to support achievement of the goals set forth in REC's strategic plan.
  - b. Develop a communications and marketing strategy to promote the organization's goals.
  - c. Increase visibility of REC programs and activities, maintain good public relations, and ensure design and development of marketing activities in alignment with REC's mission and values.
  - d. Provide counsel and guidance to the Executive Director and members of the senior leadership staff team to incorporate development, communications, and marketing perspectives.
  - e. Help establish performance measures, monitor results, and help the Executive Director, Fund Development Committee, and Board of Directors evaluate the effectiveness of the organization's fund development program. Monitor all donor information; provide and present statistical analysis to Board and senior leaders as needed.
  - f. Build the skills, knowledge, and abilities of the entire REC team (board and staff) in areas including annual giving, major and leadership gifts, donor relations, corporate and community partnerships, grants, communications, and stewardship.
  - g. Incorporate and adhere to all justice, equity, diversity, and inclusion learning, practices, goals, and commitments.

**Other duties as assigned.**

**QUALIFICATIONS**

We are seeking an experienced fundraiser who has managed/lead team(s) of staff and volunteers.

Other qualifications:

- Bachelor's degree preferred; additional relevant experience may substitute for degree.
- 3+ years of professional experience in a nonprofit organization; demonstrated success in a development function (creating and managing relationships with multiple donor sources).
- Demonstrable track record of personally identifying, cultivating, soliciting, and closing individual donors, corporations, and foundations.
- A record of measurable results in organizing and implementing such activities as: major gifts, corporate partnerships, annual funds, foundation giving, planned giving, direct response, and special events.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, corporate executives and employees, and civic leaders; experience recruiting and organizing volunteers.
- Experience with fundraising/donor management software.
- Demonstrated experience in managing budgets and people.
- Understanding of nonprofit fiscal management, principles, and best practices.
- Ability to communicate the organization's mission and interests to a broad audience.
- An effective communicator with highly developed skills in writing and speaking, crafting proposals, donor correspondence and other kinds of materials.
- Strong organizational and time management skills with exceptional attention to detail; ability to manage multiple tasks with competing deadlines and to work well under pressure.
- Comfortable working independently and in teams.
- Comfort with Google applications, Microsoft Office Suite, Dropbox, and utilizing web-based database and project management software.
- Passion for REC's mission and for philanthropy and nonprofit work.
- Commitment to justice, equity, diversity, and inclusion.
- Availability to work occasional evenings and weekends.
- Full COVID-19 vaccination required.
- Valid driver's license and access to a car preferred.

### **COMPENSATION AND BENEFITS**

Salary range: \$60k-\$70k, DOE. This position is eligible for benefits including health insurance, 403(b) retirement plan, paid vacation, personal days, and holidays. Option to work remotely up to 2 days per week.

### **APPLICATION PROCESS**

Send resume and cover letter via email to: [jobs@recworchester.org](mailto:jobs@recworchester.org); "Development Director" in the subject line.

We will review all submissions, identify viable candidates, and contact only those individuals selected to continue in the search process. The position will be filled when the desired candidate is found.

**REC is an equal opportunity employer committed to creating an inclusive organization. We are actively seeking a diverse pool of candidates for this position. BIPOC, bilingual, and bicultural candidates are strongly encouraged to apply.**