REACH Beyond Domestic Violence is a non-profit organization providing safety and support to survivors of abuse while engaging communities to promote healthy relationships and prevent domestic violence. Our programs include 24-hour hotline services, emergency shelter, support groups, legal advocacy, specialized children’s services, community-based survivor advocacy programs and community education and training.

**Assistant Director of Development**

Everyone at REACH has a positive, entrepreneurial spirit and a commitment to social justice. We are committed to building and supporting a diverse team of caring and dedicated people. We are excited to welcome an Assistant Director of Development who thrives in a fast-paced setting and genuinely enjoys working concurrently on multiple projects. This individual will be a right hand to the Director of Development, helping to oversee all administrative and operational aspects of building a dynamic and growing Development team. They will be responsible for their own fundraising portfolio and will also support the DOD on staff development and day-to-day donor stewardship.

This person will also help oversee major gifts cultivation, management of prospect research, compliance with and use of the Salsa CRM in partnership with the Development and Event Associate and help to facilitate special projects. We are seeking a self-starter with an entrepreneurial/start-up mentality, who is looking for a growth opportunity and is excited to build an effective and durable community centric development program.

**Responsibilities:**

**Strategic:**

- Partner with the Director of Development in the ongoing growth and execution of a high-quality development program, encompassing Annual Giving program, Foundation/Corporate giving, and Major Gift development (prospect identification, cultivation, etc.).
- Collaborate with the Director of Development to develop, implement, and oversee short and long-term action plans for fundraising activities, donor acquisition, special events, stewardship, and communications.
- Develop strategy designed to engage existing/lapsed stakeholders and donors while targeting new stakeholders and donors through various methods of engagement (by phone, 1:1 donor meetings, stewardship efforts, etc.).
- Work closely with the Director of Development and Grants Manager to discover and build relationships with existing and future foundation funders.
- Perform other duties and responsibilities that may be assigned by the Director of Development.

**General:**

- Oversee all gift processing efforts while implementing a best-practice approach to receipt, acknowledgement, and stewardship of individual gifts and donors.
- Maintain accuracy of tracking systems and database for corporate, foundation, and other constituents, while maintaining confidentiality of information.
- Develop and maintain detailed prospect research on potential funding sources that will assist our efforts in obtaining necessary support.
- Oversee management of donor database (Salsa) and become a subject matter expert in the workings of our CRM while developing strategies and practices to maximize platform effectiveness.
• Develop a comprehensive understanding of the work of the organization by shadowing colleagues and actively participating in organizational events.
• Direct the production of all fundraising reports and work with the Director of Development to set priorities and implement action plans, measure results, and determine future strategies.

Events:
• Oversee engagement events (Annual Meeting, stewardship events, etc.) designed to highlight our community to potential donors while growing our base of support.
• Engage with a hands-on volunteer committee to present the signature Reach for the Stars Gala, a fundraising and awareness event, generating revenue through sponsorships, auction, and special appeal.

Salary range is $70,000-$80,000. Comprehensive benefits package includes access to health, dental and vision coverage, retirement plan, and generous paid time off. REACH provides 25 hours of domestic violence subject area training to all staff and volunteers, as well as ongoing weekly individual and group supervision, peer-to-peer mentoring, and opportunities for all staff to participate in in-house and outside education and trainings throughout the year.

This is a full-time position, typically with Monday-Friday daytime hours although some evening and weekend hours will be required as needed for various events and donor cultivation.

Due to COVID, REACH is currently working from a hybrid work model with some work onsite at our office in Waltham and some work from home. More time at our office in Waltham may be required during the initial onboarding process.

Qualifications:
• 5-7 years in Development field with supervisory experience preferred
• Excellent interpersonal skills demonstrating the ability to establish solid relationships with donors and colleagues
• Exceptional organizational and project management skills, attention to detail, and follow-through
• Experience in prospect research on an individual and organizational level
• Strong technical skills in database management (knowledge of Salsa a plus)
• Demonstrated ability to solve problems creatively; to multi-task, prioritize, and work in a fast-paced environment; and work independently and within a team setting
• Strong communication and writing skills including proposal writing, emails, and effective direct mail copy (writing samples may be requested)
• Knowledge of the dynamics of domestic and sexual violence and the impact of trauma; commitment to a social justice framework

If you are interested in applying for this position, please send your cover letter and resume to Jean Doliber, Director of Development, at jobs@reachma.org.

At REACH, we believe that the way we do our work matters. The respectful, equitable relationships we work for in the world have to start with us. We do this work because we believe change is possible. We work with communities and individuals to change social norms and systems of oppression to prevent and ultimately end domestic violence.

REACH is an equal opportunity employer and provides an inclusive work environment.