

Senior Development Manager
Boston, Massachusetts**The Organization:**

Boston Debate League (BDL) is a non-profit organization that supports academic policy debate teams in Boston area public middle and high schools and trains Boston Public Schools (BPS) teachers to use debate as part of their classroom practice. BDL has been bringing together an active community of students, teachers, administrators, and volunteers devoted to improving education and the life skills of youth in Boston for over ten years. BDL's mission is to integrate argumentation and competitive debate into public schools in Boston to develop critical thinkers ready for college, career, and engagement with the world around them. The following organizational values explain who we are and how we go about fulfilling our mission and engaging with our partners and stakeholders: *Power of Young People, Analytic Discourse, Diversity and Inclusion, Racial and Social Equity, and Joy in Learning.*

BDL's focus is to make a significant impact on the schools with whom it partners by implementing two core programs, each with a proven track record of success over the last several years. The After-School Debate League (ASDL) builds debate teams open to all students who have the opportunity to develop their debating skills and compete with students across the city in monthly debate tournaments. Through the Evidence-Based Argumentation (EBA) program, BDL supports all teachers in a school with professional development sessions and observations as they use debate and argumentation to transform the academic atmosphere and expectations in their classrooms. Results have consistently shown the positive impact of debate and argumentation on students and classrooms. *BDL's long-term vision is that all young people in Boston are ENGAGED in critical discourse, INFORMED by evidence, and EMPOWERED to lead.*

More information can be found at www.bostondebate.org.

The Position:

The Senior Development Manager is a member of the External Affairs team whose primary objective is to attain, increase, and retain corporate, individual, and private foundation support to grow the organization's revenue base annually. The Senior Development Manager supports the creation and implementation of the annual development strategy, including driving annual fundraising activities for foundation, corporate, and individual giving in close partnership with the Deputy Director, Executive Director, and other team members. In addition, the Senior Development Manager will be responsible for managing and executing key elements of BDL's day-to-day fundraising activities and operations, including data management and reporting and donor communications. S/he will be responsible for planning, managing and evaluating the yearly campaign, including annual giving, private and corporate foundation giving, and events.

Key Opportunities:

The Senior Development Manager will report to the Deputy Director and will directly supervise the Volunteer Manager. The Senior Development Manager will be responsible for and engaged in the following opportunities:

Development Operations

- Oversee donor data management efforts, ensuring fundraising data integrity; maintain accurate records in the donor database; develop and manage reports in the database
- Ensure acknowledgment of funders/investors via thank you letters, BDL's website, marketing collateral, and social media within a designated time

- Support marketing and communication activities to drive overall development strategies such as copy writing/editing and marketing collateral creation

Annual Giving

- Manage the day-to-day operations of the fundraising department, working with the Deputy Director and the Senior Leadership Team to identify funding needs, implement fundraising strategies, and set revenue goals and expense budgets, etc.
- Research, identify, solicit, and cultivate current and prospective corporate and private foundations; manage the identification and cultivation of new foundation partnerships; write grant reports and proposals, and manage processes for both
- Maintain grant compliance and reporting, including outcome measurement and grant budgets
- Solicit individuals annually through winter and spring appeals
- Develop stewardship activities; ensure a high-touch response to partners and donors; engage in correspondence and attend in-person meetings and information sessions when needed
- Oversee the execution of the annual Corporate Debate Tournament and all house parties; work with hosts and other team members to ensure events meet fundraising goals

External Affairs

- Deliver convincing messaging and demonstrate a genuine joy in connecting with donors and all external stakeholders that reflects BDL's culture and values
- Oversee written appeals and online giving campaigns to increase annual giving via online donations as well as opportunities for more peer-to-peer fundraising, crowdsourcing, and giving days
- Prepare and implement a communications and marketing plan that incorporates social media to increase public awareness about BDL
- Work with the Deputy Director, Director of Operations, and Executive Director to produce an annual report at the conclusion of each fiscal year
- Present to the BDL Board of Directors as requested by the Deputy Director

Staff Management

- Supervise the Volunteer Manager through check-ins and shadowing/side coaching; support Volunteer Manager in setting annual goals; conduct mid-year feedback conversations and end-of-year goals review conversations
- Recruit and hire qualified new staff as needed

Organization-Wide Work

- As a member of the BDL organization as a whole, the Development Manager participates in staff meetings, contributes to the strategic planning process, and fulfills a "support staff" role at two ASDL debate tournaments and at other key BDL events during the year

The Ideal Candidate:

The Senior Development Manager is a highly collaborative, goal-oriented, and driven relationship builder, who is excited by both higher-level strategy and on-the-ground operational work. Although no one candidate will likely possess all of these qualities, the ideal candidate will bring the following personal and professional characteristics to the position:

- A minimum of 3-5 years of related experience

- Strong writing, data analysis, program budgeting, and project management skills, with an emphasis on grant management and outcome measurement
- Demonstrated ability to establish credibility and confidence with volunteers, donors, and prospective donors; demonstrated comfort and poise with donors, corporations, and prospects
- Ability to work with ethnically, culturally and socially diverse students, staff, board members, senior executives, and other constituencies
- Ability to work independently and collaboratively in a changing environment but also as part of a team with internal and external participants and stakeholders
- A working knowledge of Salesforce highly preferred
- Passion for upholding the mission and values of the Boston Debate League: *Power of Young People, Analytic Discourse, Diversity and Inclusion, Racial and Social Equity, and Joy in Learning.*

Salary Range: \$60,000-\$65,000 in accordance with applicant's relevant experience. Competitive benefits including health/dental and generous paid time off are provided.

To Apply:

Applications accepted on a rolling basis with interviews likely to begin in mid-December 2018. The estimated start date for this position is mid-January. This is a year-round position.

Confidential inquiries, nominations, referrals, and resumes with a detailed cover letter outlining how skills and experience demonstrate an ability to meet the challenges and opportunities of this position, should be forwarded in Word or PDF format to:

Kimberly Bartlett-Ra, Director of Operations
Boston Debate League
566 Columbus Ave.
Boston, Massachusetts 02118
Kbartlett-ra@bostondebate.org

The Boston Debate League is an Equal Opportunity Employer. The BDL values having a diverse staff that reflects the experiences and backgrounds of the students and teachers it serves. For more information about the Boston Debate League, please visit <http://www.bostondebate.org>.

Why BDL?

The Boston Debate League is a great place to work. Our mission is inspiring and of urgent importance. Our community of staff, students, educators, volunteers, and supporters is vibrant, passionate, and engaged. Our core values of *Power of Young People, Analytic Discourse, Diversity and Inclusion, Racial and Social Equity, and Joy in Learning* guide the work we do and enrich our staff culture. BDL employees enjoy:

- Working for a mission-driven organization with passionate staff and an inspiring student, coach, teacher, and volunteer community
- Competitive salaries
- Generous benefits, including health (75% employer paid) and dental (50% employer paid) insurance, pre-tax commuter benefit, and ample paid time off, including office closure the week between Christmas and New Years
- A family-friendly and flexible work environment