



## Associate Director, Development

### **Organization Overview:**

Since its founding in 2004, GreenLight has worked at the intersection of social innovation and community need. GreenLight is focused on identifying the most urgent barriers to economic mobility for low-income residents in our sites and addressing them by selecting and bringing in the country's best social innovations that have proven impact. We do this by running a process in our communities that bring together key local leaders to:

- Identify critical needs
- Find and bring into the community innovative, entrepreneurial social programs that can have a significant, measurable impact addressing those needs, and
- Galvanize local support to help programs reach and sustain impact in the new city.

We have run this selection and importation process 22 times in our sites. Collectively, portfolio organizations across our sites are reaching more than 60,000 individuals annually with proven, life-changing programs. This number is growing exponentially as we add new sites and new portfolio organizations across our existing sites.

Each GreenLight Fund site is supported by a coalition of 30-40 investors providing multi-year support to underwrite 5 years of operations and 3-4 portfolio organizations. The local site executive directors are hired once a fund is raised, and are responsible for leading a strategy to engage investors locally with GreenLight's mission. Additionally, GreenLight Fund raises philanthropic support to underwrite its operations nationally through a similar investor coalition approach.

To learn more about the GreenLight Fund, please visit [www.greenlightfund.org](http://www.greenlightfund.org).

### **Position Overview:**

With an expanding network of cities, GreenLight is experiencing an exciting period of organizational growth. A staff-wide strategic planning process has led to planned investments in staffing and internal capacity to respond to current and future organizational needs. This includes hiring an Associate Director, Development.

The Associate Director, Development, reporting to the Senior Advisor, External Affairs, will provide planning, strategic, and tactical support to GreenLight Fund site executive directors on investor relations, stewardship and fundraising events. This is an internally-facing position, but will require some travel to sites and for all-staff meetings on a quarterly basis.

The Associate Director, Development will join a growing development and marketing team led by the Senior Advisor, External Affairs, who is focused on managing up to the CEO and board chair on national and expansion fundraising. The team will also include an External Affairs Associate (current position) and Marketing and Communications Manager (new position), both of which will also report to the Senior Advisor.

The GreenLight Fund is considering candidates from a variety of profiles, and is open to supporting a promising candidate who may need to grow into aspects of this role. If you have a track record in fundraising at local nonprofit organizations and are looking for a broader, national role, please consider applying. If you are a development manager in a national organization seeking a new adventure, please consider applying.

**Primary Responsibilities:**

- Serve as a key partner to GreenLight Fund site executive directors and associates to develop and execute against fundraising goals, timelines, and benchmarks for both Fund investor relations and annual events
- Serve as a thought partner for site executive director on all aspects of development and fundraising, helping to build strong cultures of philanthropy at the local site level and across the organization
- Cultivate a learning community grounded in philanthropic best practices for all GreenLight Fund sites. This includes oversight of regular development meetings, sections of our national meetings, and other 1:1 check-ins as appropriate and necessary
- Create and proactively disseminate tools and templates to support sites in engaging and stewarding investors, customizing as necessary
- Develop sponsorship packages, event concepts, event materials, and processes to make annual launch events as plug-and-play as possible, resulting in increased sponsorship and night-of-donations
- Create and manage development and fundraising metrics for sites through Salesforce (in partnership with the Senior Advisor)
- Write first drafts of grant proposals, grant reports, and other development presentations or materials
- Work with Associate to provide staffing coverage of annual site launch events (both day-of event support and back-end data entry)

**Qualifications:**

- 5-10 years of experience in nonprofit development across corporations, foundations, and individuals
- Deep understanding – and ability to articulate – the challenges and opportunities of philanthropy and how to build investor relations programs grounded in equity, inclusion and respect
- Experience with major donors strongly preferred, or at least some level of exposure to major donor fundraising
- Strong and quick writer
- Ability to manage up and sideways to an impressive and accomplished group of site executive directors
- Client services orientation, with an eye towards workable, implementable solutions to common development challenges faced by sites

- Ability to build and do at the same time so that we can rapidly understand and share what's working across a growing site network
- Comfortable in a development role that will not include direct management of external relationships
- Flexible, collaborative, committed to excellence, and comfortable working in an entrepreneurial environment
- Strong connection to GreenLight's mission and alignment with GreenLight Fund's values
- Bachelor's degree or equivalent experience
- Location flexible. Boston or another GreenLight Fund site preferred
- Travel to sites will be required as a part of this position to attend national meetings, conferences and other events

**To Apply:**

Please send a resume, a thoughtful cover letter and a writing sample in PDF format, addressed to Sarah Beaulieu, Senior Advisor, External Affairs, at [talent@greenlightfund.org](mailto:talent@greenlightfund.org).

Applications will be reviewed on a rolling basis. GreenLight Fund offers a competitive salary and benefits, commensurate with experience and skills.

*At GreenLight Fund we are committed to fostering diversity, equity, and inclusion at every level of our organization. We recognize and appreciate the value of building a diverse workforce and creating an inclusive work environment. GreenLight Fund takes pride in being an equal opportunity employer regardless of age, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national or ethnic origin, physical or mental ability, race, religion, sexual orientation or veteran status.*

*If you need assistance or an accommodation due to a disability, you may contact us at [talent@greenlightfund.org](mailto:talent@greenlightfund.org).*