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RevolutionarySpaces.org

Development Manager Job Description

Position: Development Manager

Supervisor: Director of Development

Type: Full-time, exempt

Salary Range: \$55,000 - \$62,000

Organization Overview

Formed in January 2020, Revolutionary Spaces is a new organization on Boston's civic and cultural landscape. Our mission is to bring people together to explore the ongoing American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for -- Boston's Old South Meeting House and Old State House.

Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to build a more just and equitable tomorrow.

Revolutionary Spaces is an equal opportunity employer. We center our work on the following values:

- **Inclusion:** We are dedicated to diversity, equity, and inclusion and ensuring accessibility on multiple dimensions.
- **Relevance:** We are dedicated to creatively linking lessons of the past with the interests and concerns of Boston's diverse communities today.
- **Boldness of thought:** We address challenging topics and promote understanding in response to controversy.
- **Engagement:** We encourage people to engage, add their voices to today's debates, and collaborate with others to discover new ways of thinking

Position Summary

The Development Manager works with our current and prospective donors to foster lasting relationships between the organization and our constituents, promoting

positive attitudes toward giving. The position works closely with the Director of Development to manage the organization's annual and institutional giving programs. In addition, this position will also work closely with the Campaign Manager to help the organization achieve its comprehensive campaign goal. This person is a member of the development team that currently includes: The Director of Development and Campaign Manager.

Primary Job Responsibilities

- Coordinate the annual fundraising program, including direct mail and online communication
- Manage foundation and corporate sponsorship timelines, proposals, grant submissions, and reporting
- Assist in strategizing and implementing organizational and campaign events, in conjunction with the Director of Development, Campaign Manager, and Director of Events
- Build cultivation and solicitation strategies for individual potential donors in collaboration with the Campaign Manager and Director of Development
- Assist in uncovering new donors through prospect research methods such as data screening and analysis of internal and external wealth information sources
- Execute donor acknowledgment, recognition, and stewardship platforms
- Maintain the development database including gift processing and reconciliation with the finance department
- Generate database reports including annual gift tracking and analysis for development staff and Board of Directors

Desired Skills and Qualifications

- 3 to 5 Years of non-profit fundraising experience
- Experience managing annual fund programs and grant writing
- Experience with database management (Raiser's Edge NXT experience preferred)
- Proficiency in Word, Excel, and PowerPoint
- Exceptional people skills with an attention to customer service
- Excellent written and verbal communication skills
- Ability to maintain a high level of confidentiality
- Ability to work both independently and with a diverse team and meet set deadlines

Physical Requirements:

The work of this position takes place both in a regular office environment and at a historic site. Some staff offices are located on the third floor of a 300-year-old historic

building without an elevator. Incumbent should be able to carry office supplies up and down stairs.

Application Requirements:

Application requires a cover letter, resume, and a short writing sample of a solicitation or grant excerpt (one page). Interested candidates should send their complete application to hr@revolutionaryspaces.org.

For more information about Revolutionary Spaces, visit www.revolutionaryspaces.org.

Benefits

Generous vacation and Federal holidays schedule; 403b with 5% match after one year; Health insurance; FSA Medical & Dependent care accounts; MBTA pass program; and free admission to many local museums.