



**ACTION for BOSTON COMMUNITY DEVELOPMENT, INC.**

178 Tremont St. Boston, MA 02111

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**DIRECTOR OF  
MAJOR GIFTS**

**Institutional Advancement**

Establish and lead a high-performing major gift and planned giving program in order to develop effective strategies for donor engagement and solicitation of top prospects with a goal of raising one million dollars. Work closely with other development team members including the Vice President for Institutional Advancement and Event Coordinator. Research, identify, and cultivate individual, corporate and foundation donors. Oversee donor communications including collateral print and marketing materials used in the cultivation and solicitation of individual and corporate donors. Oversee special events and recognition programs to cultivate donor relationships. Perform other related duties as required.

Minimum of a Bachelor's degree in Management or related field, with five years of progressive experience in development and an established track record in securing major gifts required. Must have working knowledge of Raiser's Edge or other comparable donor database products and donor research database products. Excellent communication and organizational skills required, with the ability to work independently. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**FUNDRAISING  
SPECIALIST**

**Institutional Advancement**

Responsible for donor records management, grants management, and other functions in support of development activities. Coordinate interdepartmental training on issues related to fundraising and fundraising systems. Oversee web-based fundraising and related marketing. Participate in the major gifts team which is responsible for the research, identification and cultivation of individual, corporate and foundation donors. Participate in the grants and contracts team which is responsible for identifying grant possibilities, program design and proposal production. Provide reports related to fundraising activities. Perform other related duties as required.

Minimum of a Bachelor's degree in Management or related field, with three years of experience in development, grants management or related field. Working knowledge of Raiser's Edge or other comparable donor database products and donor research database products highly desirable. Excellent communication skills required. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

***All applications and inquiries should be directed to the Human Resources Department,  
178 Tremont St. Boston, MA 02111, Fax: (617) 423-7693, or email [hr@bostonabcd.org](mailto:hr@bostonabcd.org)  
Please visit our website at [www.bostonabcd.org](http://www.bostonabcd.org) for additional employment listings.***

**ABCD Inc. is an equal opportunity employer actively seeking applications under its affirmative action program.**