The Opportunity:

The **Women's Foundation of Boston** (WFBoston) was founded in 2017 with the mission to create, fund, and accelerate high-impact economic and leadership programs that equip women and girls in Greater Boston to be financially independent and successful leaders. It has become the primary vehicle for investing in women and gifts in Greater Boston and is building a fast-growing network of female nonprofit and business leaders. Since its founding just over 5 years ago, WFBoston has raised close to $10M. WFBoston raised $3.6M in 2021 (up 90%) and has impacted over 11,000 women and girls toward this mission.

To help further its mission, WFBoston is seeking its inaugural Director of Development (DOD) to partner with the CEO and Board to expand and diversify its donor base and amplify its impact. The DOD will be responsible for the strategic advancement and management of all development activities, including the successful launch and execution of the WFBoston’s $15M+ endowment campaign from a current endowment base of $5M.

A sophisticated and seasoned professional, the ideal candidate will have a proven track record of managing relationships at the highest level within the areas of individual, corporate and foundation and institutional giving. The successful candidate will be authentic, highly collaborative, and flexible and will bring professional expertise and new ideas and approaches to work. An entrepreneurial spirit and adaptability in a start-up-like culture and fast-paced environment will be integral to this role as this person will need to operate at a high level and also roll up their sleeves to get the job done. The opportunity requires a person who is visionary in their approach to the work and able to translate that vision into strategic, manageable, and measurable outcomes. The DOD will be a person of integrity, character, and sound judgment, and above all, dedicated to and passionate about the mission of WFBoston.

The Women’s Foundation Overview

WFBoston was established in 2017 by longtime Boston philanthropists and businesswomen Christina Gordon, Ami Danoff, Kim Boucher, and Christina Suh. Motivated by the massive philanthropy gap in giving to women’s and girls’ causes, the founders decided to leverage their business experience in investing, financial analysis, strategic planning, and consulting to move the needle in charitable giving to women and girls. Unlike most major metropolitan areas, Boston did not have a large, thriving charitable foundation focused exclusively on women’s and girls’ economic empowerment. Now it does.
WFBoston is a 501(c)(3) nonprofit that creates, funds, and accelerates programs that equip Boston women and girls to be financially independent, successful, and strong members of our city. WFBoston aspires to be the central vehicle for investing in women and girls in the Greater Boston area, and to build a thriving network of female leaders in the nonprofit and business communities.

WFBoston awards high-impact grants to nonprofits that economically empower women and girls in Greater Boston. 95% of the beneficiaries of the grants are women and girls living beneath the poverty line and close to 80% are BIPOC. WFBoston’s grants and have a transformative effect on the grantee nonprofits and their beneficiaries. Grants typically range from $10,000 to $100,000 annually for one to five years. During 2020, grant awards included funds specifically designated for COVID-19 relief. As of June 30, 2022, WFBoston has committed over $4M to 24 nonprofits serving women and girls in Greater Boston.

Additionally, WFBoston created and operates programs including: the Women’s Nonprofit Network (WIN), a partnership with the Red Sox Foundation to convene and connect women leaders of local nonprofits in order to promote sharing of best practices, strategies and resources, and advance leadership and mentorship; and the Young Women’s Leadership Program, a year-long pilot professional development program for Boston’s next generation of nonprofit women leaders.

**The Role – Director of Development**

The DOD will be an exceptional and multifaceted fundraiser and relationship manager with the skills to build sustainable funding for WFBoston. They will be entrepreneurial, innovative, and a strategic development professional who will work with the Board and CEO to build a comprehensive fundraising plan to increase and diversify philanthropic support to help grow the organization.

Reporting to the CEO, the DOD will be a critical member of the senior leadership team and an active participant in strategic planning for the organization and will be responsible for the development and implementation of all fundraising strategies. The DOD will partner with the CEO and the Board to help forge new and build existing relationships that increase WFBoston’s visibility, impact and philanthropic resources. WFBoston raised $3.6M in 2021 with $1.6M from 550 individual donors, $100,000 from corporations, and $1M from foundation grants.

As part of the DOD’s first task, they will launch and execute a comprehensive $15-20M endowment campaign currently in its quiet phase. The DOD will build upon the fundraising success of the WFBoston, and develop a comprehensive fundraising and engagement plan, aligned with industry best practices and inclusive of yearly goals and growth metrics, to engage, solicit, and steward philanthropic support from individuals, corporations, and foundations. The DOD will also be charged with expanding and diversifying the organization’s donor base/pipeline, with a particular focus on individuals, and ensuring database management policies and practices follow industry guidelines.

The DOD will bring an entrepreneurial spirit and autonomous yet collaborative working style. The DOD will be a highly motivated individual with high tolerance for ambiguity, a disciplined self-starter, and effective communicator.

**Responsibilities:**

- Develop a multi-year fundraising and engagement plan with clear measures of success, aligned with WFBoston’s strategic plan.
- Support and partner with the CEO and Board members on all major fundraising initiatives, guiding and deploying their activities as needed.
- Manage the development of proposals, project descriptions, briefings, profiles, case statements, stewardship reports, and other working documents in close collaboration with senior leadership and other team members.
Collaborate with the CEO, COO, Director of Finance and Administration, and the Board on budget formation and management.

- Oversee and manage the Development Committee, development volunteers and any other future development professionals.
- Carry a portfolio of major gift donors and prospects, including corporations and foundations.
- Partner with the Marketing and Communications team to develop donor-facing messaging and materials to amplify WFBoston’s mission and impact.
- Manage fundraising events, with support of the wider team and volunteers.
- Develop and implement a planned giving program and/or giving societies.
- Monitor and report regularly on the progress of Development programs to the CEO.
- Responsible for managing and maintaining donor reporting processes.

Qualifications:

- A minimum of 10 years’ experience in major gift fundraising with increasing management responsibilities.
- Experience managing and/or working with a Board in fundraising efforts.
- Ability to construct, articulate, and implement both an annual strategic revenue plan and a multi-year revenue-raising strategy. Campaign experience preferred.
- Tangible experience of having expanded and diversified a donor base.
- Track record of successfully devising and managing foundation philanthropy programs.
- Proven ability to manage complex organizational relationships and work effectively with executive leadership.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of constituents and build long-term relationships.
- Commitment to diversity, equity, and inclusion.
- Strong organizational, leadership, and mentoring skills.
- Ability to think strategically and use data to make informed decisions.
- Strong knowledge of Salesforce.
- An entrepreneurial “outside the box” thinker with a collaborative working style with the drive to work autonomously when needed.
- Experience or desire to work in a startup environment where you are required to work at a high level with little administrative support.

Leadership

Christina Gordon, Co-Founder and CEO
Christina holds a dual master’s degree in International Finance and Applied Economics from MIT’s Sloan School of Management. She earned her bachelor’s degree from Boston University and also studied for a joint master’s degree in Women’s Studies and Sociology at Brandeis with a focus on women in the workplace. Christina is a former assistant fund manager and technology industry equity analyst at Wellington Management. She also worked as a stock analyst at Fidelity Investments. She is a trustee of a private foundation, a member of Women Moving Millions and was a board member of Rosie’s Place, a sanctuary for poor and homeless women in Boston.

Ami Kuan Danoff, Co-Founder and CFO
Amy is a private investor and the trustee of a foundation. She is a Harvard Quantum Founder and a member of the Harvard FAS Dean’s Council. Ami earned a bachelor’s degree
Patti Satterthwaite, COO and WIN Network Manager

Patti received a BA from the University of Pennsylvania and an MBA from the New York University Stern School of Business. After business school, she worked at Fidelity Investments/Fidelity International for 15 years where she launched and managed Latin American funds and the Latin American group, as well as emerging markets funds. Following her retirement from investments, Patti was Co-President of the board of the Concord Carlisle Community Chest (CCCC). She is currently VP of the Nashoba Brooks School Board and is on the investment committee of the Concord Museum and CCCC.

Procedure for Candidacy

Candidates should submit, in confidence, a resume and cover letter. Communications, nominations, applications, and inquiries concerning this search should be directed to Donna Russell at drussell@wfboston.org. Consideration of candidates will continue until the position is filled.

Nondiscrimination Clause

Except as to fulfill the Mission of the WFBoston (advancing economic and leadership opportunities for women and girls), the officers, directors, committee members, employees, and persons served by the WFBoston shall be selected entirely on a nondiscriminatory basis with respect to gender, age, race, religion, national origin, pregnancy status, and sexual orientation. It is the policy of the WFBoston not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, pregnancy status, age, physical disability, veteran’s status, political service or affiliation, color, religion, or national origin.