

Development Manager

Position: Full-Time
Reports to: Director of Development
FSLA: Exempt
Salary Range: \$50,000 - \$60,000

About NECAT

The New England Center for Arts & Technology (NECAT) provides job training to chronically unemployed and underemployed adults in the Boston area. NECAT's 16-week Culinary Arts Job Training Program is provided at no tuition cost to the student and enrolls individuals who face serious challenges, including homelessness, prior incarceration and addiction. Program graduates are prepared for career-ladder jobs in Boston-area restaurants, hotels, hospitals and schools. NECAT's vision is to use culinary education as a means of lifting Boston's most vulnerable populations out of poverty and onto a path of economic self-sufficiency. NECAT is a registered 501(c)(3).



Position Description

The Development Manager will work closely with NECAT's Director of Development and Executive Director to grow philanthropic giving. More specifically, this position will primarily be responsible for developing new partnerships with corporations (through event and program sponsorships) and growing individual giving. The person in this role will also help with fundraising events, grant writing and reporting, and other development efforts as needed. This is a new position for NECAT and the person in this role will have to be a self-starter and able to build funding relationships from the ground up.

Responsibilities include:

Corporate Sponsorships

- Research and identify prospective corporate partners and develop strategies to grow corporate giving
- Establish relationships with new and existing corporate partners through networking and cold outreach – assume overall relationship management for all corporate partners
- Develop collateral for pitching corporate sponsorships and execute the solicitation
- Cultivate corporate partners and deliver the recognition and benefits activities associated with each gift, including events and media exposure
- Help promote the use of NECAT's catering and event rental services to corporate partners
- Identify and attend networking events

Individual Donors

- Help steward new and existing individual donors
- Create donor appreciation activities to engage individual donors throughout the year

- Manage the annual campaign
- Network and make presentations to groups with individual giving potential
- Send thank you letters and maintain regular communication with donors

Other Development Duties

- Assist with the planning and execution of fundraising events, including but not limited to:
 - Arrange equipment rentals
 - Complete seating charts and other logistics
 - Put together auction or raffle packages
 - Draft communication to event attendees
 - Send thank you letters
- Support grant writing efforts by compiling outcomes reports, writing sections of grants, proof reading written material and assembling necessary supporting documentation
- Assist with communications activities including social media posts, newsletters, website, press releases, etc.
- Track all gifts in NECAT's Salesforce database
- Measure and document results on a regular basis
- Demonstrate a commitment to the mission of the organization

Key Qualifications

- At least 3-5 years of managing philanthropic and/or corporate relationships with a demonstrated track record of achieving revenue goals (please state total funds raised in previous positions on your resume)
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate sponsorship fundraising
- Marketing and/or non-profit experience preferred
- Excellent communication, interpersonal, writing, and organizational skills including the ability to make presentations to large and small groups
- Metrics-driven, goal oriented approach to the work
- Ability to work some nights, early mornings and weekends as required
- Willingness to travel locally to donor or networking meetings
- Competent in MS Office and CRM databases
- Minimum of BA/BS degree

To Apply

Please submit cover letter and resume to Holly Stark at hstark@ne-cat.org.