



Director of Capital  
Campaign & Major Gifts

Children's Services of Roxbury

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BOSTON | NEW YORK

***Children’s Services of Roxbury seeks a mission-oriented Director of Capital Campaign and Major Gifts to design and implement a comprehensive development plan to increase major donor and institutional support.***

**About Children’s Services of Roxbury**

Children’s Services of Roxbury (CSR) is one of Massachusetts’ largest minority-run nonprofits, serving over 6,000 of the Commonwealth’s most vulnerable children and parents of color each year in urban communities across the state. CSR’s mission is to bring peace of mind to families across Massachusetts, providing housing for homeless families, culturally attuned behavioral health services, foster care for abused and neglected children, affordable childcare for homeless children, and youth development programs. CSR was founded by faith and community leaders who recognized that too many families and children of every race, ethnic, and linguistic background find themselves trapped in systems which they do not trust, and therefore cannot use effectively to meet their needs. For close to 50 years, CSR has been placing the family at the center of our service system, building a network of professional and community supports that nurture trusting relationships, communicate respect, and teach the skills of empowerment.



Children’s Services of Roxbury is an organization run by and for people of color. Racial equity and racial justice are at the heart of their mission. For 50 years, they have been at the forefront of creating a welcoming, diverse organizational culture, intentionally recruiting staff who speak the many languages and reflect the diverse beliefs, identities, and cultures of our communities. The life experiences of the staff at CSR are a central and valued source of expertise that infuses all aspects of their work.

*For more information about Children’s Services of Roxbury, please visit: <https://csrox.org/>*

**Impact and Philanthropy at Children’s Services of Roxbury**

CSR has a \$35 million budget, with funding mostly from long-term, stable government contracts. For the past 5 years, it has been actively working to diversify its funding base and build a more robust philanthropic program to take their work to the next level and support innovation in addressing urgent community needs. CSR is already projecting almost \$2,000,000 in foundation funding for the upcoming year and is ready to launch a more robust and impactful institutional and major gifts program with the help of a new Director of Campaign and Major Gifts.

CSR recently purchased its 55,000 square foot headquarters on Dudley Street and is embarking on a \$10 million capital campaign to support the renovation of its new headquarters and program expansion. The purchase secured CSR’s permanent stake in the ground and reduced CSR’s annual operating costs by \$300,000 per year. Constrained by the limits of its physical facility, CSR will perform a moderate rehab on the building to improve layout, functionality, ventilation, natural light, and energy efficiency. CSR will take over the entire building space, adding 9,000 square feet to its operation and gaining additional program space. To renovate and transform the headquarters, CSR needs to raise \$10 million from a Capital Campaign over the next three years. This includes \$8 million for the renovation and \$2 million in working capital for expansion.

The renewal and transformation of this space will allow CSR to scale, growing its services across the state by 20%, bringing new strategic partnerships into the Roxbury community, and launching major new initiatives. The renovation will allow program expansion, including the following:

- **The Front Porch:** Families facing eviction or other harm need a safe and welcoming place to turn. *The Front Porch* is a barrier-free resource for any family in crisis who walks through our doors as well as a new physical entryway where families are made to feel welcome a, without stigma or requirements, funded with flexible, private dollars.
- **The LaunchPad:** Each of us has had someone or someplace that helped launch us—a person or institution that opened doors to opportunity and believed in us beyond what we could see in ourselves. Young people may come to CSR seeking services but discover far more - a community of belonging; adults who help them know their worth; and experiences that build character, resilience, and a sense of accomplishment. The LaunchPad is a technology-embedded makerspace of studios that foster exploration, experimentation, and creativity. It provides fertile ground for young people to access internships, higher education, and jobs. The LaunchPad builds on CSR's 25-year history operating *Youth & Police in Partnership*, a program that engages, educates, and emboldens young people of color to be agents of change, and on our hip-hop therapy model, *Beats, Rhymes and Life*.
- **Childcare and New Universal Pre-K Classrooms:** Partnering with Boston Public Schools, CSR's childcare program will expand to include two Universal Pre-K classrooms, providing additional childcare for 40 children and strengthening Kindergarten readiness by raise the academic quality of the childcare center.
- **Children's Mental Health, Family Stabilization Services, and Family Shelter:** CSR is increasing access to mental health services for students of color. Fueled by tremendous demand, insurance-funded services will grow by at least 100 additional families annually. Family stabilization services for children of color in the child welfare system will double in size. The housing program for homeless families, one of the largest in the state and currently serving over 1,000 children and parents annually, is also expected to grow.
- **Infrastructure Expansion:** With administrative expenses at 12%, CSR's infrastructure is incredibly efficient but also under-resourced. Program growth requires expanded infrastructure, but space is a major constraint. Despite space limitations, CSR is actively building its private sector fundraising capacity with the support of consultants.



*Together We Rise* is CSR's campaign to expand the organization's base of philanthropic support. Campaign counsel has been retained and the new Director of Capital Campaign and Major Gifts will play a significant role in the success of the campaign as well as the building of a more robust and sustainable fundraising program.

## About the Position

Reporting to the Chief Strategy Officer and working closely with the CEO, CSR's first Director of Capital Campaign & Major Gifts will be an experienced, entrepreneurial fundraising professional who can lead and successfully complete CSR's first capital campaign. The new Director will also establish an ongoing major gifts program for corporate and individual donors to support CSR's future growth. The ideal

candidate will have solid capital campaign and/or major gifts experience in the Boston area and the demonstrated and authentic ability to convey the impact of racial disparities and the urgent need for economic investment in communities of color.

The Director will join a nimble and energetic Development & Communications team that includes the Chief Strategy Officer, Director of Institutional Giving (focused on grants & public sector funding), and Director of Marketing and Communication. The Director will join this team at a critical moment in CSR's growth and expansion.

## Key Responsibilities

### Strategic Leadership and Management of Capital Campaign Strategy and Planning:

- Lead the internal team and manage consultants to assess current stakeholder relationships and determine campaign structure, timetable, phases and finalizing metrics for success. The internal team includes the CEO, Chief Strategy Officer, Vice President of Strategic Partnerships, Director of Institutional Giving and Director of Marketing and Communications.
- Prepare and support Board members for their role in the Capital Campaign
- Establish and manage a Capital Campaign Committee / Board of Advisors.
- Lead and manage the implementation of the Capital Campaign through all phases, coordinating activities between all parties
- Oversee and actively manage the database, campaign prospect lists, prospect research, and prospect tracking
- Schedule and support campaign meetings and manage the campaign expense budget
- Prepare reports for the President & CEO, Campaign leadership, and Board of Directors

### Major Gift Cultivation and Solicitation:

- Partner with CEO, Board, campaign committee and other volunteers to leverage existing relationships, open doors to new relationships, cultivate prospects and solicit major gifts
- Develop and execute targeted cultivation plans and solicitation strategies for a range of prospects
- Guide and support Director of Institutional Giving to prepare written capital grant proposals
- Ensure that systems are in place for timely and accurate donor acknowledgement, stewardship, and public recognition



### Collateral Materials, Donor Recognition and Campaign Events:

- Oversee development of campaign toolkit to pitch the campaign, including case for support and gift tables
- Partner with Director of Marketing and Communications to develop Capital Campaign collateral including print, web, and social media materials
- Develop a plan for recognition and named gifts, in partnership with Chief Strategy Officer and CEO
- Partner with internal team to strategically host small or large gatherings to support campaign cultivation and donor recognition, including CSR's 50<sup>th</sup> Anniversary Celebration and ribbon-cutting event

## Key Qualifications

- Minimum of five years of major gifts fundraising experience, preferably in a campaign setting
- Demonstrated understanding of best practice fundraising principles and major donor strategies
- Ability to organize and manage complex and multifaceted projects
- Demonstrated success in closing gifts at the five to seven-figure level
- Strong entrepreneurial skills and ability to build and leverage relationships to generate new donors
- Ability to thrive in a small shop and lead a team to reach a fundraising goal
- Boston and Massachusetts fundraising experience and relationships strongly preferred
- Strong influencing and collaborative skills with the credibility and persuasiveness to build relationships and secure support from diverse new sources
- Excellent interpersonal, verbal and written communications, organizational and time-management skills
- Demonstrated ability to convey the impact of racial disparities and urgent need for economic investment in communities of color
- Strong team player

**Salary Range** \$90,000 - \$115,000, depending on experience

**All qualified candidates will receive consideration for employment without regard to race, religion, color, gender, age, marital status, national origin, sexual orientation, relationship identity or relationship structure, gender identity or expression, veteran status, disability or any other characteristic protected by law.**

Please email your cover letter and resume in confidence to:

[childrensservicesroxbury@developmentguild.com](mailto:childrensservicesroxbury@developmentguild.com)

For more information, please visit [www.developmentguild.com](http://www.developmentguild.com).

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## About Development Guild DDI

*For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. Based in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.*

*With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.*

