



Major Gifts Officer
City Year Greater Boston
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City Year Greater Boston seeks a dedicated Major Gifts Officer to increase overall philanthropy from individual givers to advance City Year's mission.

About City Year Greater Boston

For more than thirty years, City Year Greater Boston (CYGB) has delivered a powerful double bottom line: improved outcomes for students in under-resourced schools and the cultivation of the next generation of leaders through their alumni.



City Year is an AmeriCorps program - a national network of programs that engages thousands of members in service to meet critical needs across the country. City Year AmeriCorps members serve in systemically under-resourced schools as student success coaches—full-time, near-peer tutors, mentors, and role models who are uniquely positioned and trained to support students' social, emotional, and academic growth, while helping to create engaging learning environments. This work - supporting student and school success - helps to advance educational equity and creates more opportunities for everyone. AmeriCorps members provide students with tutoring in English language arts and math, support with attendance, additional academic resources, and relationships that support their learning and life success. In turn, these members gain invaluable professional and leadership skills through their year of service – including, for some, access to career pathways in education or for-profit companies and/or low-cost access to select undergraduate and graduate programs.

Additionally, CYGB works with partner schools and districts to create the conditions for all students to access what they need by providing whole classroom support and contributing to schoolwide climates that are welcoming and inclusive.

CYGB's holistic approach - informed by research and designed to meet local needs - provides students and teachers with critical supports that are essential for learning and development.

CYGB prides themselves on creating a workplace culture where systems and structures are consistently transparent; where people feel their voice is valued as they are included in decisions impacting CYGB's future; and where honest conversations are supported by accessible tools that encourage individuals to own their learning. CYGB aims to provide a diverse workplace where everyone feels they belong while ensuring equitable experiences for all.

About Philanthropy at City Year Greater Boston

CYGB relies on its corporate, foundation and individual partners from both private and public realms to create sustainable social impact. With a wide range of support from philanthropic leaders, CYGB has a strong fundraising track record and an ambitious plan for growth over the next five years. This position will focus on attracting new major donors, maintaining a current base of outstanding supporters, establishing multi-year contributions, and identifying new funding sources.

Development Guild recently completed a comprehensive fundraising assessment for CYGB that identified a cache of opportunity with individual major gift and corporate prospects. The Executive Director and board are enthusiastic and committed to pursuing a growth plan to realize this opportunity.

About the Position

City Year Greater Boston is seeking a driven Major Gifts Officer to lead efforts to secure financial support from individuals and families in support of City Year's mission. They will partner with other Development team members, senior leaders, volunteers, and board members to achieve an annual targeted revenue goal.

Reporting to the Managing Director of Development, the Major Gift Officer is expected to spend most of their time in the field meeting and interfacing with key constituents and prospects to generate revenue from the community. They will stay well-informed of the current philanthropic climate and demonstrate the importance of investing in City Year. They will also play a crucial role by partnering with Development & Site Leadership in the creation and execution of the next generation of their highly successful individual giving development program.



In total, the Development team is currently responsible for securing ~\$7M in support from individual, corporate, and foundation sources annually, with plans to increase to \$10M - \$13M over the next three to five years.

This is an ideal role for you if you enjoy engaging with diverse groups of constituents to build and maintain relationships as well as close impactful gifts. The successful candidate thrives on sharing a story and developing mutually beneficial relationships.

Key Responsibilities

Engage Donors & Prospects

- Manage a portfolio of 100-150 prospects, developing and cultivating intentional and meaningful relationships to secure financial support and reach revenue targets. Make direct, face-to-face solicitations of \$10K+ and work with development staff to develop individualized donor strategies.
- Work closely with the Managing Director of Development in identifying new prospects to grow the CYGB pipeline and for assignment to portfolios.
- Steward donors to ensure they realize an outstanding philanthropic experience through their charitable investment of time and financial support.
- Lead volunteer Board(s) and/or Event Committee(s) that support organizational goals.
- Engage in external activities to understand and react to philanthropic and donor trends and effectively incorporate these into planning.
- Manage systems and maintain updated records within the CRM database track performance towards monthly, quarterly, and annual revenue goals, as well as track prospective donors through the cultivation, solicitation and stewardship stages.

Drive Results

- Secure multi-year commitments at the five- and six-figure levels.
- Synthesize and analyze giving data and identify and draw on trends that will inform strategies and regularly evaluate the ongoing improvement of fundraising ROI.
- Partner with team members to develop multi-channel strategies designed to grow and diversify donor-base and engage and retain existing donors.
- Work collaboratively with leadership to support and leverage meetings with champions and potential donors.
- Maintain programmatic knowledge to develop and deploy effective proposals.



Support Organizational Initiatives & the Site

- Work with the Managing Director of Development by providing strategic insight into site priorities.
- Stay apprised of local and national trends in national service, public education, education equity, and philanthropy.
- Work collaboratively with other site departments, other City Year sites, and City Year headquarters on a frequent basis to ensure that site-wide goals are met, including, but not limited to, fundraising, the AmeriCorps member applicant interview process, stakeholder engagement, event and service day participation, and cross-departmental committees.
- Support and attend all major site events, including fundraisers, service days, and trainings.
- Attend internal and external engagement and training activities throughout the year.

Key Qualifications

- Five or more years of experience in a frontline fundraising role, with proven ability to close five- and six-figure gifts.
- Deep understanding of individual and family philanthropy.
- Ability to develop and execute compelling and winning proposals and campaigns.
- Excellent written, oral, and organizational skills; high level of attention to detail.
- Awareness and experience in engaging in conversation about race and all aspects of identity, as well as experience developing practices grounded in diversity, belonging, inclusion, and equity.
- Strong connection to education equity and to the values of belief in the power of young people, social justice, empathy, inclusivity, and teamwork.
- Ability to work the flexible hours demanded of a deadline-driven position.
- Adaptable and excels in a diverse, high energy, entrepreneurial, and rapidly changing environment.

CYGB is an equal opportunity employer and is committed to hiring staff who reflect the diversity of the communities we serve. Candidates of color, bilingual, and bicultural candidates are strongly encouraged to apply. If you are interested in working at a well-established, fast-paced, and supportive organization, committed to serving our region's young people, please apply.

COVID-19 Notice from CYGB

Our number one priority is the health and safety of our employees and AmeriCorps members and their families; our students and school partners; and the community at large from COVID-19. Proof of COVID-19 vaccination is required for employment and service – all staff members, including remote staff, and AmeriCorps members are required to be fully vaccinated* no later than their start date. If you are unable to be vaccinated for medical reasons or sincerely-held religious beliefs, we will consider requests for reasonable accommodation consistent with our policy, and where we are able to provide such accommodations without undue hardship to the organization pursuant to applicable law. Notwithstanding any language herein, City Year will comply with any state, local, or federal orders, statutes, or regulations that may conflict with the COVID-19 vaccination policy.

*Individuals are considered fully vaccinated 14 days after the completion of their primary vaccination series.

This position is located in Boston, Massachusetts and is a hybrid role with 3 in-person days per week. In-person days can be at the office, at a school, at external meetings with stakeholders, and/or attending events. The compensation range for this position is \$90,000-\$110,000 commensurate with experience.

For applications, please use the [form on our website](#) to submit your cover letter and resume in confidence.

For more information, please visit www.developmentguild.com.

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Development Guild DDI

For more information about City Year, please visit cityyear.org/boston

About Development Guild DDI

For 45 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. 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.

