



Infant
Toddler
Children's
Center

Childhood lives here.

Director of Development

Infant Toddler Children's Center

Hybrid | Acton, MA

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BOSTON | NEW YORK

Infant Toddler Children’s Center seeks a strategic, entrepreneurial leader to serve as its first Director of Development and build a thriving fundraising program.

About Infant Toddler Children’s Center



Located on a beautiful 3.5-acre campus in the heart of Acton, Massachusetts, Infant Toddler Children’s Center (ITC) is a pioneering early childhood education center dedicated to nurturing young learners in a warm, engaging, and child-centered environment. The Center provides a safe and supportive space where approximately 100 children per year (from infancy through preschool) explore the world around them with curiosity and confidence. Rooted in a play-based, adaptive, emergent curriculum, ITC and its dedicated team of educators focus on the whole child as they foster joyful learning, social-emotional growth, and strong family partnerships.

Founded in 1981 as a parent-led initiative, ITC has grown into a vibrant, mission-driven nonprofit organization that serves families across the region. The Center’s research-based philosophy promotes creativity, independence, and lifelong learning, all while ensuring that children develop a deep sense of belonging and self-expression during their formative years.

At ITC, “we honor childhood” and are guided by the deeply held conviction that all children are worthy and deserve an exceptional childhood. The Center’s approach stands out among early childcare centers in both practice and outcomes. Here, children truly flourish as partners in learning, thanks in large part to intentionally small class sizes and an exceptional teacher-to-child ratio. The Center also boasts remarkable teacher retention and embraces a nature-based approach to learning that leverages their picturesque grounds.

Today, ITC stands on strong fiscal footing and continues to evolve to meet the changing needs of children and families while maintaining its stellar reputation in the field. Through collaborations with parents, local organizations, and early childhood experts, the Center remains at the forefront of innovative and compassionate early education. The organization’s commitment to its unique philosophy and best-in-class program delivery deeply impacts its cherished communities and inspires remarkable loyalty among families and staff alike.

For more information about ITC, please visit itcacton.org.



About Philanthropy at Infant Toddler Children’s Center



Families and alumni often describe ITC as a “first alma mater” and a place that shapes foundational experiences and lasting connections. The Center is at a pivotal moment in its history, having recently embarked on an ambitious multi-phase Master Plan to expand and enhance its facilities and programs (with anticipated total cost of \$6.5M). Phase One of the Master Plan—a \$1.1M project addressing critical renovations to ITC’s beloved Farmhouse—is already underway, with grant applications pending and community support abound. Although partially funded by reserves, the plan will require significant

philanthropic investment.

Recognizing both the scale of this vision and the importance of further developing a robust funding base, ITC’s leadership proactively commissioned a comprehensive Fundraising Assessment in 2024. The assessment identified strong enthusiasm and untapped giving potential, underscoring the need to build a sustainable development program to support the Center’s long-term growth.

Until now, ITC’s fundraising has been modest and largely driven by volunteer-led events and annual appeals. Beloved traditions like the annual auction and parental social nights have been successful in rallying the community. There is tremendous goodwill among the Center’s loyal families, passionate alumni, and local partners—along with a prospect list of approximately 1,300 records and a new DonorPerfect database—is ready to be channeled into more strategic philanthropy.

The fundraising assessment affirmed that with the right fundraising leadership and infrastructure, ITC can leverage its uniqueness and loyalty to take its philanthropic support to the next level.

About the Position

Reporting to Barbara Carlson, Executive Director, the inaugural Director of Development (DoD) will join ITC’s 3-person leadership team and partner closely with an engaged 15-member Board of Trustees to advance the Center’s mission. This full-time position offers a hybrid work model that will combine onsite engagement with remote flexibility.



As the architect of ITC’s first formal fundraising program, the DoD will seize this transformative moment to build a robust philanthropic foundation at an organization primed for growth. The role requires balancing immediate needs with long-term vision strengthening donor engagement, refining messaging, and implementing systems and infrastructure needed for lasting success.

The DoD will lead the organization’s first-ever capital campaign (guided by an ambitious Master Plan to enhance ITC’s facilities), grow annual and foundation giving, re-envision event strategies, and oversee all fundraising efforts to ensure sustained impact.

As a visible ambassador for ITC, the DoD will partner with the Executive Director to engage a diverse and expanding community of supporters. Drawing upon ITC's inspiring mission and close-knit culture, they will refine a compelling case for support, forge lasting relationships, and ultimately fuel the Center's next chapter.



Key Responsibilities

Leadership

- Create and manage a comprehensive fundraising strategy, including an annual development plan and calendar.
- Collaborate closely with the Executive Director and Leadership Team to build funding streams and ensure the prioritization of fundraising.
- Provide strategic direction and vision for ITC's development efforts, aligning fundraising initiatives with organizational goals.
- Serve as an ambassador for ITC, strengthening relationships with donors, stakeholders, and community leaders to enhance philanthropic support.

Fundraising Management

- Lead the planning and execution of ITC's first-ever capital campaign, ensuring alignment with the organization's Master Plan.
- Develop and implement campaign strategies, including prospect research, donor cultivation, solicitation, and stewardship.
- Engage the Board of Trustees, staff, and volunteers in campaign efforts, equipping them with the tools and messaging needed for success.
- Track progress, analyze data, and adjust strategies to meet or exceed campaign fundraising goals.

Communications

- Effectively communicate with members of ITC's Leadership Team and Board, keeping them apprised of progress and challenges.
- Craft compelling fundraising materials, donor correspondence, and campaign messaging to effectively communicate ITC's mission and impact.
- Develop and maintain strong relationships with donors through clear, consistent, and personalized communication.
- Work collaboratively with ITC's staff and volunteers to enhance visibility, donor engagement, and brand awareness through digital and print channels.

Team Collaboration

- Serve on the 3-person Leadership Team and ensure that fundraising is integrated into ITC's overall plans.
- Foster a culture of philanthropy across the organization by engaging staff and board members in fundraising efforts.
- Encourage collaboration and shared responsibility for development success, reinforcing ITC's mission-driven approach to fundraising.



Key Qualifications

- Genuine enthusiasm for ITC's mission and ability to convey the case for investment authentically and in a way that inspires others.
- Strategic and resilient, with an abundance mindset and a love of fundraising.
- 5+ years of non-profit fundraising experience.
- Success securing 5-figure+ gifts and ability to effectively manage a portfolio.
- Track record of building or expanding fundraising programs and/or launching new initiatives.
- Entrepreneurial, results-oriented, and adept at balancing big-picture thinking with detail-oriented implementation.
- Excellent interpersonal communication and writing skills.
- Comfort interacting with board members, donors, staff, and parents.
- Experience with donor database software.
- Campaign management experience preferred.
- Knowledge of Acton's philanthropic landscape a plus.
- Management experience preferred.

A hybrid work model is available.

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

The salary range for this position is \$90,000 - \$110,000, commensurate with experience.

To express interest, please submit your cover letter and resume in confidence [here](#).

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

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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.

