



Immediate Opening: Development Manager
Salary: \$60-\$70k salary range

Organizational Description: Mass Mentoring Partnership (MMP) is committed to ensuring that all young people in MA have the mentoring relationships they need to develop into thriving engaged adults resulting in vibrant communities. For thirty years MMP has worked with organizations and agencies that offer mentoring support to youth—in particular youth of color, to build the quantity and quality of youth-adult relationships. MMP is a statewide organization that partners with corporate, public, and philanthropic entities to drive critical resources to a network of mentoring and youth-serving organizations throughout the Commonwealth.

MMP is the largest affiliate of MENTOR, the National Mentoring Partnership. A network working to activate a diverse cross-sector movement that prioritizes relationships and fuels opportunity for young people wherever they are - from schools to workplaces and beyond. National affiliate membership allows for an expanded network of colleagues across the country, national resources, and professional peer learning and development opportunities.

We are committed to fostering an environment of diversity, equity, inclusion and belonging for all. We embrace our differences and celebrate our common humanity by valuing our varied perspectives, experiences, and opinions. For the first time in MMP's history both top leadership positions are held by women of color and concerted efforts are placed on bringing greater diversity to the staff and the Board of Directors. Candidates of color, bilingual, and bicultural candidates are strongly encouraged to apply.

MMP Values: Youth in mentoring relationships are oftentimes told that anyone who works hard, studies, and makes good decisions will get ahead. For many youth of color, however, structural barriers based on race create unique life challenges for which mentoring alone cannot account. We recognize that a "savior mentality" has historically been embedded in mentoring through the lens of race, class, gender, and other marginalized identities. It has centered on the notion that one person (an adult from a position of influence and power) can somehow improve the life of a young person who is challenged or troubled. It emphasizes the deficits of that young person or their family's life and the assets in the life of the adult. While born of good intentions, it reinforces the existing systemic and structural inequities in our society because it does not interrogate them or force exploration. In addition, we recognize that leadership at all levels in the mentoring field plays a role in either maintaining the status quo or in being a change agent to address institutional barriers that produce disparate racial outcomes. With this in mind, MMP strives to recognize the assets of both individuals and their identities in the mentoring relationship and the power of stable, unconditional relationships to unlock opportunity and learning for both parties.

Being part of the MMP team: MMP is currently a hybrid remote office, coming together in person for staff meetings twice a month at the Boston office. Offering flexibility for staff to create a hybrid schedule that works for them. Office space is available for those who prefer to come in more often and OWL technology for those who prefer remote work. MMP remains responsive to the needs of the field and the team and is thoughtful about when and why to return to the office, working together to create a policy that results in efficiency and meaningful work. The Development Manager will need to be willing to meet donors where they are and at their level of comfort, as well as attend all MMP events.



The Operations team offers monthly training sessions prioritizing staff lead topics, and all staff members are encouraged to participate in MMP's workshops and public events focusing on topics such as Cultural Responsiveness, White Saviorism, and Healing and Trauma Informed Best Practices. Weekly check-ins between staff and management offer regular opportunities for two way feedback and employee guided goal setting, and annual professional development plans and performance evaluations are discussed to ensure adequate resources and support are provided. A more comprehensive list of benefits can be found below.

Position Summary: MMP is seeking a creative and dynamic professional to join our team as the Development Manager. The Development Manager will carry a diverse portfolio of constituents including Foundations, Corporate entities, and individual donors supporting the team in achieving an annual budget of \$2.5m. This role will be critical in overseeing the coordination and execution of 3 annual peer to peer fundraising events and supporting the creation and planning of MMP's all constituent annual fundraisers.

The ideal candidate will take true ownership over their position and certain aspects of the Development efforts while partnering deeply with the Chief Advancement Officer, the Marketing Manager, and the Advancement Operations Manager. Cross department collaboration with the Partnership Development, Training and Technical Assistance, and Operations teams will also be critical in delivering on the mission and strategic plans of the organization. This position will be encouraged to bring creative ideas and solutions to the team with a deep sense of autonomy over their role. Taking leadership over regular meetings regarding external partnerships bringing in other team members as needed and owning the agenda.

Reporting directly to MMP's Chief Advancement Officer, the Development Manager will work with the full support of MMP staff, assuring that initiatives in these focused areas are fully integrated into the organization's strategic goals and annual operating plan. This position has the potential to evolve as it is the result of a newly merged team with recently designed positions. Problem solving abilities paired with flexibility will be crucial to the success of this position.

Primary Responsibilities: Fund development and event management with a laser focus on supporting and growing the peer to peer events, and foundation pipeline. The list below is comprehensive of the position but not entirely inclusive of all that will be expected. MMP functions as a team and all members respond with an all hands on deck mentality.

Fund Development: 55%

- Collaborate with CEO, CAO, and Board of Directors to create a development plan which increases brand awareness and increases revenue to support the strategic direction of MMP
- Manages a portfolio of foundations, individuals, and corporate partners contributing to actualizing a \$2.5M annual budget with growth intention and identifying a gap to goal of \$200k in foundation funding
- Cultivate and steward current and prospective funders through organization-wide collaboration to submit grant proposals, deliver

high-quality and timely donor impact reports; and share information about MMP events and opportunities

- Research new funding opportunities through corporate, family, and private foundations
- Own the complete grant process for accounts within portfolio
- Provides information to donors and other constituents as requested
- Manages the lifecycle of gifts from discovery to stewardship, cultivation, and completion
- Manages the funding deliverables process and coordinates with Development, Finance, Training and Partnership Development teams
- Manages regular external partnership meetings with the MMP team, owning the agenda, following up on action items
- Participates in the ideation of the buildout and implementation of Salesforce CRM
- Generates giving histories, reports, proposals, and other required materials/collateral for external meetings with the support of the Advancement Operations Manager
- Attends Philanthropy and Events Committee Meetings

Event Management: 45%

- Manages relationships with all peer to peer fundraising teams
- Recruits at least 3 new teams to join in each event and supports their fundraising efforts
- Drives successful Peer to Peer events from planning to execution, using effective communication skills and attention to detail
- Serves as the team lead for the Rodman Ride, The Falmouth Road Race, and the Boston Marathon
- Manages the dashboards and landing pages for event websites with support of the Advancement Operations Manager
- Assists the Chief Advancement Officer (CAO) with the planning, logistics, and execution of major events

Position Requirements:

- 4 or more years of experience in development, special events, or constituent relations
- Exceptional verbal and written communication skills
- Experience working and communicating effectively in a team environment with diverse staff, volunteers, and various stakeholders
- Ability to work and connect with diverse communities, people and partners, and a commitment to promoting inclusion in all practices and efforts
- Reliable access to transportation and ability to get to and from external meetings sometimes across the state as needed and into Boston at least twice a

month

MMP's core employee benefits include:

- Health and Dental Insurance (with employer premium contribution of 65% of monthly premium)
- Life Insurance coverage for employee's annual salary (MMP covers full premium)
- 401K plan with employer matching contribution of up to 4%
- Short & Long Term Disability Coverage (MMP covers full premium)
- Pre-tax Commuter Benefit
- Flexible Benefits Plan (Section 125) for pre-tax medical and dependant care expenses (Jan 1 enrollment)
- Paid time off including 13 paid holidays and 4 floating holidays annually (2 weeks in first year of employment)
- Employee Assistance Program (EAP)
- Professional Development funds available
- Employee Volunteerism Program where staff receive 8 hours per month to volunteer in their community (staff eligible after 1 year work anniversary at MMP)
- HR Consultant providing employee responsive coaching

Please email a resume and cover letter (or link to video cover letter) that outlines how your skills and experiences meet the qualifications of the position, and state how you heard about this opportunity to Amanda Doyle-Bouvier (she/her/hers), Chief Advancement Officer, at humanresources@massmentors.org with the subject line "Development Manager".

Applications accepted on a rolling basis. *Please note that due to the high volume of applications we receive, we are unable to respond to each applicant individually.*

Mass Mentoring Partnership provides equal employment opportunities for all applicants and employees. All qualified applicants will receive consideration for employment without regard to sex, gender identity, gender expression, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Mass Mentoring Partnership is committed to the full inclusion of all qualified individuals. As part of this commitment, MMP will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform



essential job functions, and/or to receive other benefits and privileges of employment, please contact humanresources@massmentors.org.