

## **NEW England Culinary Arts Training (NECAT)**

### **Director of Development**

Reports to: Executive Director

FLSA: FT- Exempt

Salary Range: \$65,000-\$75,000

NECAT is a registered 501 c (3)

*Applications accepted via email only and must include a cover letter and resume:*

*Attn: Josephine Cuzzi, Executive Director*

[jcuzzi@ne-cat.org](mailto:jcuzzi@ne-cat.org)

## **ORGANIZATION**

New England Culinary Arts Training (NECAT) empowers adults facing barriers to employment through training in culinary skills, social-emotional development and career readiness for success and long-term financial stability. NECAT's workforce development program combines culinary arts, career counseling, life skills learning and job placement. Students are prepared for employment in Boston-area restaurants, hotels, senior living, medical facilities, schools and other institutions. NECAT believes in a community where everyone—especially those facing obstacles-has an equal opportunity for personal growth, achievement and a better future.

***NECAT's operating policies adhere to all safety standards required by the Commonwealth of Massachusetts, the City of Boston and the CDC to minimize the risk of COVID transmission among students and staff. These will be in effect for as long as the public health emergency dictates.***

## **POSITION DESCRIPTION**

The Director of Development is a critical member of the Executive Team, reporting to the Executive Director. This is the person who possesses the talent to describe and illustrate the significance of NECAT's mission, program and outcomes—motivating and inspiring the financial support that allows NECAT to exist as an organization, achieve its programmatic goals and ensure its financial sustainability. The Director of Development creates and implements a comprehensive strategic approach that grows a diverse pipeline of funders. Responsibilities include the solicitation of private foundations, individual donors, city, state and corporate grants; the coordination of the annual appeal and other special fundraising events. NECAT currently raises around \$1.25 million or 65% percent of its annual operating revenue from private, government and corporate grants, individual giving and special fundraising events. The goal will be to grow fundraising to \$1.4 million in the next two years. Responsibilities include:

- All fundraising activities - grants, corporate sponsorships, individual giving and events
- Supervision of development manager
- Strategic planning
- Social media, newsletters, website and other communication activities
- Donor stewardship and organizational promotion
- Engagement of the Board of Directors Development Committee
- Database management and outcomes measurement
- Internal and external reporting

## **FUND DEVELOPMENT**

- Supervise one full-time development staff member, together raising at least \$1.35 in 2021
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization
- Comply with all grant reporting requirements - anticipate, understand, and respond to the needs of donors to meet or exceed their expectations
- Research grant opportunities and grow funding pipeline
- Coordinate with the Executive Director, accounting department and other members of the leadership team to ensure proper disbursement of funds in compliance with funder requirements
- Oversee the planning and execution of special fundraising events, including the solicitation of corporate sponsors and ticket buyers
- Execute engaging and effective annual appeal campaign and engage donors throughout the year
- Ensure proper and timely acknowledgement of all grants and individual donors, including the issuing of tax receipts; formalize a gift recognition program
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Oversee NECAT's CRM database and tracking system (Salesforce), ensuring proper data capture and updated contact information / mailing lists

## **STRATEGIC PLANNING**

- Collaborate with Executive Director and Development Committee of the Board to create a fund development plan which increases revenues to support the strategic direction of the organization
- Develop, in coordination with Executive Director and Development Committee of the Board, appropriate levels of board giving and board participation for fund development activities
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Monitor trends in workforce development and adapt fundraising strategies as necessary
- Establish and maintain positive working relationship with funders to achieve the goals of the organization
- Implement the fund development plans in accordance with ethical fundraising principles

## **DATABASE MANAGEMENT AND OUTCOMES MEASUREMENT**

- Manage the backend of NECAT's Salesforce database, which is utilized for both development and program management activities
- Report on NECAT's funding and program outcomes to the Board, staff and funders
- Identify and help track additional metrics that would enable NECAT to better demonstrate the effectiveness of its programs and meet funder needs

## **BUDGET MANAGEMENT**

- Develop an annual budget for the fund development program
- Monitor progress and prepare regular reports to the Board of Directors on progress related to fundraising and the management of the fund development activities; recommend adjustments to budget as necessary on a quarterly basis.

## **MARKETING & COMMUNICATIONS (*Currently all activities are virtual due to the COVID-19 Pandemic and its social distancing restrictions.*)**

- Foster an understanding of philanthropy within the organization
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the organization and its fundraising activities
- Manage NECAT's social media platforms and website to showcase NECAT's mission
- Design NECAT's quarterly newsletters
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization
- Attend events as a NECAT representative
- Promote programmatic partner development by pitching NECAT in the community, participating in meetings, developing written agreements and conducting site tours
- Engage with students to obtain personal success stories

## **QUALIFICATIONS**

- BA (required), MA (a plus)
- Five + plus years' experience in Nonprofit Fund Development or a related field
- Exceptional interpersonal, writing and editing skills; ability to showcase the impact of the organization on the people it serves; illustrative ability to motivate support for NECAT's program
- Must embrace the mission, vision and goals of NECAT and have a deep respect for the participants in the program
- Proven record of successful fund development results and demonstrated knowledge of grant application processes and grant reporting

- Relationships with Boston-area funders a plus
- Experienced in the collection and evaluation of data
- Ability to monitor and adjust Theory of Change Framework and outcomes measurement tools
- Display a positive attitude, show concern for people and the community, demonstrate presence, self-confidence, common sense and good listening skills
- Possess the skill to collaborate with the Board, staff and other volunteers and program partners
- Demonstrated excellence in organizational and managerial skills
- Knowledge of Salesforce or other similar CRM databases, WordPress and Office 365, including SharePoint and Microsoft Teams, a plus

**At NECAT, we celebrate the diversity of our community and the individuals who choose to advance a culinary career with us. As part of an ongoing initiative, we are focusing our efforts to put diversity, equity, and inclusion at the center of our hiring process and our company culture—and build a team that better reflects our desire for equal representation in everything we do.**