



CODMAN SQUARE NEIGHBORHOOD DEVELOPMENT CORPORATION

Vice President (VP) of Fundraising & Impact Analysis

January 2025

About the NDC: Codman Square Neighborhood Development Corporation is a grassroots community organization committed to developing affordable housing and fighting for racial and economic justice by building community power, especially of low- and moderate-income communities of color in Dorchester. Through developing resident leadership, organizing in the community, promoting economic mobility services, and advocating for local environmental justice, we build collective resident power to effect systemic change and transform society. As part of our team, you would be working with a diverse group of caring and hard-working people, doing meaningful work in our local community. Come join us!

The VP of Fundraising & Impact Analysis is part of the executive team of the organization. The position reports to the Executive Director and works integrally with the VP of Operations, the VP of Base Building and senior managers to raise financial and other resources to support agency programs and operations. Position also responsible for agency wide reporting, systems development and impact analysis. Responsible for all fundraising and data/systems development activities, and forging new relationships to build CSNDC's visibility, impact, and financial resources and track and measure service efficacy. The VP also designs and implements a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. Manage and implement fundraising and program development strategies. Develop and implement agency-wide reporting, data management, systems development and impact analyses processes. Synthesize, summarize and report information in a way that furthers the agency's mission, financial and client service goals. Develop systems, policies and procedures that help streamline agency operations and determine the outcome, impact and efficacy of our services and service delivery approach. Act as an internal consultant/partner to support departments in simplifying business processes, implementing tools and technologies, and developing channels for internal communication. Provide critical thinking and analysis for short and long-term strategic and operational goals. Define and maintain the organization's brand and voice and set the vision for marketing efforts.

Role: The Vice President of Fundraising & Impact Analysis is primarily responsible for establishing and implementing the infrastructure needed to grow a \$4.3M operating budget through the solicitation of principal and major gifts, management of special events, and development and management of data reporting and impact analysis systems. They expand and diversify CSNDC's donor base/pipeline and work closely with other team members to secure funding for new and existing initiatives. It is expected that the amount raised by CSNDC will increase in future years as the VP systematically and effectively



builds new supportive relationships and partnerships and strengthens the organization's overall fundraising capacity. *The FY 2025 comprehensive agency fundraising goals is set at \$1million.*

General Responsibilities:

Fundraising/Donor Cultivation

- Manage and achieve agency annual fundraising goals including agency Operating and Community Investment Tax Credit (CITC) fundraising goals.
- Research and identify resource development opportunities, cultivate and connect with corporate, individual and other donors to achieve fundraising goals.
- Manage and implement donor cultivation and fundraising campaigns including the CITC Phone-A-Thon, Annual Pledge Drive, donor cultivation events such as tours, info sessions, etc
- Develop and submit grant proposals in support of meeting fundraising goals.
- Support and manage fundraising and event planning for special initiatives such as the 45th Anniversary Gala, Annual Meeting, and other agency events
- Cultivate relationships with all levels of donors (corporate, philanthropic, individual and otherwise).
- Undertake research to identify and develop new donors of all types.
- Working closely with the Executive Director (ED), Vice Presidents (VPs), annually develop and implement the agency Fundraising Plan.
- Work with the other VPs, senior and line staff to develop and execute fundraising, program development and grant writing plans in order to meet programmatic fundraising goals for each line of business.
- Work closely with the VP of Operations and the VP of Base Building, to collaboratively convene teams to conceptualize program development and program design for fundraising and grant writing purposes .
- Support senior staff in developing and implementing client satisfaction surveys and focus groups for program measurement, service improvement, impact analysis and fundraising purposes.
- Connect client experiences, feedback and outcomes to resource development strategies.
- Work closely with the board of directors and all levels of staff and support them in taking a more active fundraising role.
- Craft tailored messaging in support of resource development and fundraising with the goal of securing financial support. Work with ED, VPs and senior managers to ensure consistent brand representation with potential donors and in the media.
- Acts as an ambassador for the organization. Cultivate relationships and work with the VPs to



strengthen partnerships between CSNDC and organizations in other disciplines for the purpose of fundraising/resource development and impact measurement.

- Manage fundraising and grant writing staff and/or consultants.

Impact Analysis

- Design, implement and manage an agency-wide data reporting and impact analysis system.
- Develop, implement and manage automated and manual data management, client tracking and outcome measurement systems and platforms and tools
- Liaise/engage with line departments and VPs in creating the systems as a collaborative process.
- Rebuild the existing agency MIS/client tracking and impact analysis system or create a new system. Determine and design and implement the information technology system required to operate the system.
- Develop outcome reporting templates, protocols and procedures and train staff to use these tools
- Support staff in tracking report timelines and outcomes.
- Support each department in identifying opportunities for process improvement, introduction of tools and technologies, and provide guidance around data collection, impact analysis and reporting
- Manage agency-wide reporting to funders, managers and the Board related to program and service issues; ensure on-time reporting to agency funders
- Liaise and act as the point person with funders on reporting, evaluation, data collection and related activities.
- Participate in agency and/or departmental strategic planning processes and sessions.
- As needed, initiate ad hoc strategy sessions with the VPs and senior staff for the purpose of improving upon program design, impact analysis, reporting and service outcomes.
- Monitor, evaluate and report on progress on the strategic plan, annual workplans and agency Operating Plan via regular reporting to staff and board. Work closely with the VPs in this effort.
- Works closely with ED, VPs and department directors on thought leadership, planning, messaging, and presentations
- Identifies connections and interdependencies across the organization and supports business development activities across departments.
- Ground all work in critical thinking related to the agency strategic plan and/or departmental mission and theory of change
- Understands and communicates insights on the impact of industry and local changes on the organization's business
- Support and supervise the Systems/Database Manager



- Other related duties as assigned.

Education and Experience:

- 7-8 years of progressively responsible professional experience in a nonprofit organization and/or real estate-focused entity; demonstrated success in a development function (managing and forging relationships with multiple donor sources and achieving fundraising goals).
- At least 4 years management level experience, including experience managing staff.
- Proven track record and experience in meeting fundraising goals and managing major fundraising campaigns; ability to influence and engage a wide range of donors, benefactors and partners, and build long-term relationships.
- Membership in a professional fundraising association is expected. Baseline certification in fund raising, the CFRE (Certified Fund Raising Professional), is preferred.
- Tangible and proven experience of having expanded and cultivated existing donor relationships over time.
- Excellent communication skills, both written and oral.
- Expert level with CRM Databases (Salesforce, Raiser's Edge).
- Experience managing reporting and data collection, preferably at an agency-wide level.
- Experience in working with teams to develop systems, policies and procedures.
- Strong organizational skills and team management skills.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work independently without close oversight, and as a team player who will productively engage with others at varying levels of seniority within and outside CSNDC.
- High energy and passion for CSNDC's mission is essential.
- Ability to construct, articulate, and implement an annual strategic development plan.
- Strong organizational and time management skills with exceptional attention to detail.
- Customer focus.
- Excellent verbal and written communication skills.
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at the same time.
- Bachelor's degree required, graduate-level degree preferred.

Salary: \$120,000-\$140,000, negotiable, commensurate with experience.

Benefits: CSNDC offers employees generous benefits, including:

- Medical, Dental and Vision Plan (80% employer paid)
- 403(b) retirement plan with company matching contributions



- Life Insurance, Short- and Long-Term Disability
- FSA (Flexible Spending Account)
- Paid time off, including 13 Paid holidays in addition to vacation leave
- EAP (Employee Assistance Program)
- Among other benefits.

The Selection Process: Send cover letter and resume to either jobs@csndc.com or through the U.S. mail to Gail Latimore, Executive Director, Codman Square NDC, 587 Washington St, Dorchester, MA 02124. No phone calls please. Deadline for submission is February 28, 2025.

The Agency is committed to non-discrimination and offers equal employment opportunity to all individuals regardless of their race, color, religion, sex, gender identity, marital status, sexual orientation, pregnancy, genetic information, age, national origin, disability, veteran status, or any other basis prohibited by state and federal laws, which governs all aspects of your employment, including recruitment, compensation, benefits, training, promotion, discipline, and termination.