



POSITION: Director of Development

REPORTS TO: Executive Director

JOB DESCRIPTION:

The Boston Private Industry Council (PIC) seeks a development professional to lead and execute a comprehensive fundraising strategy. This position is responsible for securing and sustaining private funding, including foundation grants, corporate contributions, public funding, and other emerging giving efforts, with an emphasis on unrestricted funding growth. Along with an expanded corporate contributions campaign, the PIC would like to explore a full range of funding strategies. The individual will manage a portfolio of funders, oversee grant processes, and partner with senior leadership to expand revenue opportunities aligned with the PIC's strategic priorities. This is a standalone development role, working in close partnership with the Executive Director, who is actively engaged in fundraising and external relationship management. The PIC operates with an annual organizational budget of over \$7 million.

The PIC has entered an exciting chapter with new leadership and the launch of a strategic planning process to guide the organization's activities and impact over the next 3-5 years. As the PIC builds on its strong foundation and revamps its development strategy, the Director will play a key role in shaping fundraising to expand resources and deepen impact across Boston's workforce and education systems.

GENERAL RESPONSIBILITIES:

This is a highly relationship-driven role focused on external fundraising and partnership engagement, supported by hands-on management of internal grant and development operations.

Fundraising Strategy & Execution

- Develop annual and multi-year fundraising goals aligned with organizational priorities.
- Support the Executive Director's immediate and long-term revenue strategy to sustain and grow the organization.
- Manage a portfolio of foundation, corporate, and public funding sources, including renewals and new opportunities (over 30 different revenue streams).
- Execute and grow the annual corporate contributions campaign (annual goal: \$400,000+ in unrestricted revenue).
- Identify and pursue new funding and philanthropic opportunities at the local, state, and national levels.
- Explore and potentially help build an individual giving strategy, including major donor cultivation and/or donor advised funds.

Internal Collaboration & Operations

- Partner with the Executive and Finance teams on revenue planning, budgeting, and tracking.
- Collaborate with the 9-person senior leadership team to align funding opportunities with PIC activities.
- Ensure timely and accurate tracking, reporting, and reconciliation of revenue.
- Engage local partners to identify and create collective grant proposals.

Funder Relations

- Cultivate and maintain relationships with funders and partners.
- Serve as the primary point of contact for development-related external engagement.
- Support leadership in donor stewardship and strategic outreach.

Marketing & Communications

- Guide development-related messaging (funder materials, impact reports, etc.) and collaborate on communications materials.
- Lead production of the annual impact report and partner on development-related events, projects, and initiatives.
- Support marketing strategies to raise awareness on the PIC's mission and cultivate support.

DESIRED QUALIFICATIONS:

- 7+ years of experience in fundraising revenue from foundations, corporations, public entities, and/or individual donors.
- Excellent project management skills and the ability to manage multiple projects, deadlines, and initiatives. Demonstrated excellence in organizational skills and strong attention to detail.
- Experience writing and managing grants (applications, reporting, stewardship), with a proven track record of securing grants from corporate, foundation, or public sources.
- Exceptional communication skills with the ability to articulate a multi-faceted mission to diverse audiences and the ability to write with clarity, accuracy, and speed.
- Strong interpersonal skills and cross-organization collaboration with various internal and external stakeholders, balancing competing demands for time and priorities.
- A demonstrated record of improving development operations.
- Experience with fundraising CRM (i.e. Salesforce) and comfort learning new tools.
- Strong alignment with the PIC's mission.
- Bachelor's degree strongly preferred.

SALARY RANGE: \$115,000-130,000 depending on experience

HOW TO APPLY: Please submit cover letter and resume and two writing samples to inanna.pickering@bostonpic.org by Friday, July 31.

ABOUT THE PIC:

For more than 46 years, the PIC has worked at the intersection of education and workforce development to connect Boston residents to promising career pathways, while creating a diverse talent pipeline for local employers.

Our work is grounded in the belief that meaningful employment changes lives, lifts people out of poverty, and strengthens the local economy. The PIC strives to embed equity-minded practices in all we do in order to address implicit bias, encourage cultural awareness, and implement asset-based approaches.

The mission of the PIC is to strengthen Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that prepare them to meet the skill demands of employers in a dynamic economy.

The Boston Private Industry Council is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.