
Position Description

Position Title: Mission Advancement Officer
Type of Position: Part-time
Reports To: Executive Director

The Esplanade Association (EA) is seeking an experienced, highly motivated and reliable individual for a full- or part-time position as Mission Advancement Officer. Working with the EA's staff and Board, the Mission Advancement Officer will be responsible for the co-creation, implementation and management of a well-coordinated strategic development plan to cultivate and solicit support from individual, corporate, foundation, and government sources. This position will work to establish long-term partnerships, strengthen existing and re-engage lapsed relationships, while initiating new ones on behalf of the Esplanade Association.

Responsibilities

- With the Executive Director and Development Manager and in close collaboration with the Board of Directors, develop and implement strategic plans for short- and long-term fundraising, cultivation, and donor acknowledgment efforts,
- Create, develop and manage a major gifts strategy including current major donors, lapsed major donors, and new prospective donors,
- Develop and maintain relationships with corporate, foundation, and individual donors to the Esplanade Association,
- Build the Esplanade Association's capacity to quickly, professionally and authentically respond to incoming donations and to any/all communications from donors and key stakeholders
- Identify new and lapsed individual, corporate, foundation, grant, and government prospects and conduct research to determine interest and giving potential,
- Collaborate on the planning, sponsorship, and successful night-of completion of the EA's signature, annual Moondance Gala
- Contribute to corporate, foundation, individual, grant, and government funding proposals and ensure messaging and deliverables are in alignment with strategic goals, funding priorities and program direction,
- Collaborate in the management of communication, implementation and tracking for all corporate, foundation, individual, grant, and government funder proposals and grant deliverables, to include and not limited to:
 - Volunteerism
 - Marketing and recognition
 - Program implementation
 - Fundraising
 - Budget/Expenses

- Create outcome and impact reports, as requested by funders,
- Utilize volunteers, staff and Board of Directors to implement cultivation and solicitation strategies,
- Creatively approach existing fundraising models to discover new opportunities and efficiencies.

Position Qualifications:

THIS ROLE SHOULD BE OF INTEREST TO YOU IF YOU ARE:

- Energetic with strong interpersonal and writing skills,
- Goal-oriented and can move between hard data and relationship building seamlessly, understanding both of their value,
- Creative at engaging existing, new and lapsed funding partners through program, events, volunteerism and marketing deliverables,
- Independent team member who is a self-starter, with a talent for identifying and building innovative and strong relationships to create sustainable revenue sources.

YOU WILL BE SUCCESSFUL AT THIS ROLE IF YOU:

- Have a background and record of success in major gift cultivation and/or capital campaigns,
- Are happy, kind, outgoing, and easily understand and authentically communicate the mission and vision of a non-profit organization,
- Have worked with connecting prospective donors with capital project opportunities and successfully matched donor interest with an organization's strategic priorities,
- Are results-oriented, collaborative, detail-oriented, positive, calm, and passionate.

EDUCATION AND TECHNICAL EXPERIENCE:

This position requires skills ranging from relationship-building to planning and execution.

- A bachelor's degree and at least 10 years of progressively responsible fundraising, business development and/or sales experience.
- Superior demonstrated skills
 - in oral and written communication skills;
 - in ensuring results within complex and dynamic circumstances;
 - in developing relationships.
- Experience with Microsoft Office Outlook, Word, Power Point and Excel; and in Fund Development Software.
- A set of existing relationships in residential communities abutting the Esplanade a plus.
- A successful track record diversifying non-profit revenue streams through corporate, foundation, grant, and government funders a plus.
- A genuine interest in parks, horticulture, and/or open space a plus.

LOGISTICS

- Work hours are generally Monday through Friday but will also require flexibility and an ability to work occasional early mornings, evenings and weekends.
- Work will generally take place in the Esplanade Association office or another approved location, and will require some time in the park. (That's one of the best parts!)
- **There is an opportunity for this position to become Full-Time for the right candidate.**

APPLICATION PROCESS

- Please email a one-page cover letter, a resume, and 3 references to

mnichols@esplanadeassociation.org with subject line “Mission Advancement Officer Application”

- Cover letter should include the answer to this question: “What is one of your favorite public spaces and why?”
- Each file name should include applicant’s last name.
- No phone calls, please.

About the Esplanade Association (esplanadeassociation.org)

The Esplanade Association is a 100% privately funded nonprofit organization that works to revitalize and enhance the Charles River Esplanade, sustain the natural green space, and build community by providing educational, cultural, and recreational programs for everyone. Working in collaboration with the Massachusetts Department of Conservation and Recreation, the Esplanade Association is dedicated to improving the experiences of the millions of visitors who enjoy Boston’s iconic riverside park.