



## Massachusetts Baptist Multicultural Ministries Inc.

99 Church Street  
Lowell, MA 01852  
Phone: 978 455 3340  
[www.mmmm.org](http://www.mmmm.org)

### **JOB DESCRIPTION DEVELOPMENT DIRECTOR**

**Who are we?** MBMM is a 501 (c) 3 organization originated in 2007 with a grant from Massachusetts Baptist Charitable Society to fund support New Americans. MBMM imperative is weaving God's love across cultures. Our mission is simple, our "ACE": to Advocate, Celebrate, and Empower the new Americans. MBMM is uniquely focused on two objectives: assisting immigrants and refugees which is completely nonsectarian, and the works are done through ACE-Center for New Americans (a DBA of MBMM registered in the city of Lowell) and edifying immigrant churches which are mostly American Baptist Churches USA. MBMM opens opportunities to create contexts for celebrating diversity and inclusion by the sharing of respective cultures and traditions. This assists in easing cultural, linguistic, practical, and socio-economic challenges.

**MBMM and the ACE Center** are looking for an experienced Development Director with a track-record of grant management as well as fundraising success and a passionate person committed to our mission. S/he need to have experience in all aspects of grant writing, grant management work such as planning and overseeing projects to ensure they are completed in a timely fashion and within budget, plan, and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way. Development work such as annual gift drive, major gift, corporate sponsorships, grant writing, event planning etc. The Development Director will provide vision, leadership, and results to increase Massachusetts Baptist Multicultural Ministries' success in implementing its programs and fundraising. Reporting to the Executive Director, the Development Director will work with the Executive Director, and the Board of Directors. We are seeking someone with an entrepreneurial spirit, self-starter, and the ability to work both independently and collaboratively with a highly dedicated organization.

MBMM is offering a \$1,000 Sign-on Bonus! - Terms apply.

This position is based at our Main Office: 99 Church Street Lowell, MA 01852. It is a full-time exempt position, Monday – Friday, 9am-5pm with flexibility to attend events and meetings as needed.

#### **RESPONSIBILITIES:**

##### **Fundraising/Development:**

- Build a variety of fundraising programs including major gifts, online donations, planned giving, corporate giving, direct mail and special events
- Engage and cultivate current donors including individuals, congregations, and corporate funders.
- Write donor and other supporting correspondence.
- Cultivate funding relationships with new prospects including individuals, congregations, corporate funders, and foundations.
- Manage and maintain relationships with individual and institutional funders.
- Create and execute a multi-year development, projects, and communications plans.

*"Weaving God's Love Across Cultures"*



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- Update fundraising database with all relevant donor information, ongoing communications (email and print), feedback on proposals, track proposals and actions.

### **Grant Writing & Management:**

- Research grant opportunities, drafting proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the Executive Director.
- Submitting grant applications via paper or online portals and maintain list of passwords.
- Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
- Executing thank you letters and facilitate grant contracts/agreements using the CRM.
- Ensuring acknowledgment of funders/investors via website, e-newsletter, and social media.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
  - Monitoring and maintaining funder and investor reporting schedules and requirements.
  - Tracking progress toward organizational and programmatic outcomes and goals.
  - Requesting reimbursements and drawdowns as needed.
  - Drafting compelling progress reports and targeted program updates (e.g., blog posts, press releases, FB, TikTok and twitter posts) to funders that fully capture programmatic success.
  - Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders and investors.
- Oversee public relation efforts to promote and raise awareness about the organization events and programs, newsletter, flier, and brochure.
- Oversee MBMM project staff, design, and communication staff of MBMM to ensure effective implementation, record keeping in the CRM and measurement of the program outcome.
- Oversee and contribute organization update in monthly newsletter.

### **Other Duties as assigned by the Executive Director**

### **Qualifications:**

- Bachelor's Degree required; MA preferred.
- A minimum of 4 plus years of professional experience in development and grant management and fundraising in non-profit.
- A track record of successful development work, including a proven ability to create a comprehensive development strategy, and to set and meet ambitious fundraising goals.
- Demonstrated passion for promoting multicultural relations, social justice, empowerment, and service learning.
- Proven results in developing strong, positive relationships with individual donors, foundations, businesses, and non-profit agencies.

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- Ability to articulate organizational mission, niche, programmatic advances and return on investment to key donor audiences.
- Outstanding written communication skills and grant writing experience
- Experience leveraging social media resources to expand base of supporters and maintain strong relationships.
- Strong MS Office Skills required; experience using a standard fundraising customer relationship database.
- Excellent interpersonal and relationship building skills.
- Ability to work both collaboratively and independently.
- Excellent organizational skills, with the ability to manage multiple projects simultaneously.
- Demonstrate result driven behavior that contributes to the long- and short-term goals of the organization.

### **Compensation:**

Salary \$60k-72k (depending on experience and internal equity) plus 16% Comprehensive Retirement Benefit (includes Life Insurance, Disability Benefit) and 5% Health Income contributed by the employer after three months of probationary period. 12 days Paid Time Off plus one week during the Holidays, Vacation, and Personal Time Off. Opportunity to grow and excel in the organization.

### **Apply To:**

*For immediate consideration, submit the following:*

1. letter of interest
2. resume

*To:*

Massachusetts Baptist Multicultural Ministries  
99 Church Street  
Lowell, MA 01852

*Or:*

Email letter of interest and resume to [mar@mbmm.org](mailto:mar@mbmm.org)  
Please include "Development Director" in the subject line

**Deadline: March 14, 2022**

MBMM is an Equal Employment Opportunity (EEO) employer. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability status, or genetic information; U.S. citizenship or work authorization is required.

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