

ORGANIZATION Founded in 1984, [VISIONS](http://www.visions-inc.org), Inc. is a non-profit training and consulting organization, specializing in diversity and inclusion. Based in Dorchester, MA, VISIONS is comprised of a highly skilled and diverse team throughout the United States and abroad. www.visions-inc.org

ROLE: Development Manager - for Individual Giving

1. Case statement for Support

- a. Updating Areas of Need
 - i. Individual Funding opportunities
 - 1. Program and scholarship support
 - 2. VISIONS special projects
 - 3. Learning Institute

2. Development Strategy

- a. Script/Roadmap for Executive Director and Board Members - outreach to donors
- b. Stewardship directives
 - i. Special events (campaigns, intimate fundraising events, etc.)
 - ii. Board meetings activities

3. Grants

- a. Research and writing for (community, family, and private foundations)
- b. Reporting

4. Donor Research

- a. Prospecting
 - i. Individuals
 - ii. Corporate
- b. Donor Touch Points (calls, meetings, coffee, lunch, porch parties)
- c. Reporting (SYBUNT / LYBUNT / Leveling Up / etc.) for Executive Director and Board

5. Annual Report

- a. Compile data, drafting and working with communications staff for design and delivery

6. Annual Appeal Program

- a. Yearly, quarterly, monthly, one-time
 - i. Individual and Corp gifts
 - ii. Recurring gifts
 - iii. Matching gifts
 - iv. Endowment (annual goal and participation)
 - v. Planned Giving
 - vi. Stock gifts
 - vii. Acknowledgement

7. Development Communications

- a. Work with comms staff to produce outreach on socials and newsletters
- b. Manage fundraising strategies calendar
- c. Compile client, donor, and participant testimonials for marketing/donor support



Role: Development Manager - for Individual Giving

Salary: \$40,000

Hours: Part-time (remote position) 20 hours per week

Benefits: 403(b) available* and 6 weeks of refresh time

This position will work closely with the Executive Director and VP of Finance and provide reporting and for the Board of Directors and its committees.

We currently work with Salesforce as our CRM.

Our organizational vision is to be a catalyst for a more equitable world where differences are valued and used for the benefit of all. Our mission is to equip individuals, organizations, and communities with the tools needed to thrive in a diverse world, to remove structural and cultural barriers that prevent full and equitable participation and to help create environments where differences are recognized, understood, appreciated, and utilized for the benefit of all. For more information, please visit www.visions-inc.org.

Send your cover letter and resume to office@visions-inc.org to the attention of Nikki Glass, VP of Administration. No phone calls please.

Vigorous Interventions in Ongoing Natural Settings, Inc (dba VISIONS, Inc.) is a 501c3 organization.
EIN: #52-1378064

**VISIONS does not contribute to plan currently. Plan is available for employees to contribute.*