Development Manager

The Boston Society for Architecture (BSA) seeks a self-starting, creative, and detail-oriented individual to coordinate and own day-to-day operations, and donor-facing services for the BSA’s development program as its development manager (DM).

The BSA is embarking upon an exciting new five-year vision that harnesses its vast community of architects and allied professionals to address two of the most pressing issues facing Greater Boston and beyond—climate change and systemic inequity. In addition to the BSA’s programmatic agenda, its development efforts are entering an ambitious new phase of growth, seizing emerging funding opportunities across all constituencies. As part of this, the DM will play a key role in reexamining and establishing essential fundraising systems and processes. The DM position represents an exciting opportunity for someone looking to hone key fundraising skills and help guide the trajectory of a burgeoning development program in an impact-driven environment.

Reporting to the development director, the DM will serve as both a key collaborator and doer. They will be empowered to operate with a high level of efficiency and independence, while regularly working with teams and colleagues across the organization. The DM must be able to interact with staff, donors, and partners at all levels with confidence and professionalism. Individuals at all stages of their career are encouraged to apply, from seasoned professionals looking to take on a new challenge to folks with a strong penchant for development who are eager to learn while doing.

Key Responsibilities:

- Serve as the development team’s key user and expert on the fundraising database (currently housed in ACGI’s Association Anywhere).
- Enter all gifts and send acknowledgement letters and pledge reminders in a timely, personalized, and accurate fashion, while working collaboratively with the membership manager and controller to ensure proper record- and book-keeping practices.
- Craft development communications, including fundraising appeals, stewardship communications, impact reports, and personalized acknowledgement letters, often in collaboration and consultation with colleagues across the organization.
- Ensure that contact reports and donor information are properly recorded.
- Generate timely fundraising analytics/reports, mailing lists, and other database-dependent products.
- Use data to proactively track, analyze, and identify opportunities for improvement.
- Manage logistics for direct-mail and email appeals, including working with vendors.
- Conduct individual and foundation prospect research; brainstorm and identify fundraising opportunities; and coordinate select proposal activities.
• Conduct personal outreach, making asks and following up on renewals as needed via one-to-one emails and phone calls, especially during peak renewal/giving periods.
• Serve as the development team’s primary point person on managing inbound email and phone inquiries, triaging and elevating questions and comments as needed.
• Be an enthusiast and willing utility player.

Ideal Candidates Will Have:
• Keen interest in broad aspects of development/fundraising work.
• Bachelor’s degree, or equivalent experience and at least three years of professional experience.
• A high level of comfort with databases and interest in being the key internal user and expert for the development team.
• An eye for detail and penchant for accuracy.
• An unapologetic approach to fostering a culture of philanthropy and a comfort with making asks and following up on renewals.
• Excellent interpersonal and customer service skills.
• Excellent written and verbal communication.
• A natural curiosity and proactive problem-solver.
• A gracious, collaborative utility player.
• A good sense of humor and perspective.
• A commitment to addressing issues of climate change and systemic inequality.

Salary Range: $60,000 to $70,000

The BSA offers a full benefits package that includes: paid time off; medical/dental/vision insurance; 100% employer-paid life and disability insurance; 401(K) retirement; professional development funding; and charitable contribution match.

How to Apply: Please send a cover letter and resume to jobs@architects.org and include “Development Manager” in the subject line.

The BSA is passionate about fostering an inclusive and respectful work environment and values diversity is all its forms. Applicants of all race, color, religion, sex, gender identity and/or expression, sexual orientation, education, national origin, marital status, genetics, disability, age, veteran status and diverse backgrounds are encouraged to apply.

About the Boston Society for Architecture

The Boston Society for Architecture (BSA) is a partnership between the Boston Society of Architects (BSA/AIA) and the BSA Foundation (Foundation). As a member-led association, the BSA is one of the oldest and largest chapters of the American Institute of Architects (AIA) in the United
States. Comprised of world-renowned architects, designers, engineers, builders, and other industry professionals, the BSA benefits from a committed membership who are some of the leading thinkers and innovators in professional practice today. The BSA serves as a convener, advocate, and partner to ensure that the power of design is fully understood, valued, and leveraged as an essential tool in ensuring Greater Boston is a beacon for equity and climate adaption and environmental stewardship.