



Associate Director of Advancement

Women's Money Matters seeks a full time **Associate Director of Advancement** to join our passionate and dedicated team. An integral member of our team, the Associate Director of Advancement reports to the Executive Director and joins the senior leadership team to provide strategic leadership for development, communications, and community engagement.

About Us:

- We are a financial wellness and empowerment program for women living on low-incomes
- Our program combines financial health workshops with one-to-one volunteer coaching
- We are a growing organization, serving Massachusetts and southern New Hampshire since 2009
- We are a remote workforce

About You:

- Proactive self-starter with proven knowledge of fundraising strategies related to individual giving
- Proven history of working with donors and successfully securing gifts
- A minimum of 5+ years of fundraising experience, including leadership and management
- Strong leadership and management skills
- Experience representing an organization to external audiences
- Experience with team and board management, engagement and development
- Demonstrated fundraising success from a variety of fundraising streams
- Capacity to work effectively in a fast environment with evolving priorities
- Proven track record of developing successful partnerships with companies and organizations
- Excellent verbal and written communication skills
- Strong strategic planning and project and budget management skills
- Bachelor's degree or higher preferred
- Must have reliable car to attend events and donor meetings

About the Opportunity:

Core responsibilities include:

- Development
 - Lead an Advancement Team to raise \$1.4M in revenue annually, increasing revenues annually through corporate, individual, and foundations funding and/or state or federal contracts
 - Lead the creation and implementation of a development strategy to deepen existing funder relationships and cultivate new supporters
 - Serve as spokesperson for the organization as needed, and articulate our mission to external constituents, partner organizations, and potential funders
 - Collaborate in the development and execution of annual fundraising and strategic plans
 - Identify prospective donors and develop and implement strategies to introduce them to WMM
 - Develop and maintain ongoing relationships with major donors
 - Create and execute strategies for building a sustained base of annual individual donors
 - Work with team and board members to plan resource-effective events that effectively engage individual donors
 - Liaison with board members and development committee to support their donor outreach
- Leadership and Management
 - Lead a three person team of two development professionals, and a Communication Manager
 - Implement multifaceted communications and community and corporate engagement strategy

Compensation: \$75,000 - \$80,000 with additional monthly stipend paid directly in lieu of health insurance, work from home and wellness stipends. Other benefits include a flexible, remote work schedule, paid time off, including all federal holidays and a wellness week at the end of December, and a 401K employee match.

Qualified candidates must submit a **cover letter and resume** to Pilar at pditomaso@womensmoneymatters.org

Women's Money Matters (WMM) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, ancestry, age, protected veteran status, disability, sexual orientation, gender identity/expression, marital status, or other protected class. WMM is committed to diversity and inclusion, and we aspire to build a diverse team and community, including groups that are traditionally underrepresented among our sector leadership.