



**DIRECTOR OF DEVELOPMENT**  
**Nashoba Learning Group**  
**Bedford, MA**  
**Compensation: \$140,000-\$160,000**

**Job Description**

**A Growing Legacy of Serving People with Autism and Intellectual Disability**

*Our mission is to enable children and adults with Autism to function with the greatest possible productivity and independence in the community, home, and workplace throughout their lives.*

Since 2002, Nashoba Learning Group has championed highly individualized care for individuals with Profound Autism. Our growth from serving 2 to over 190 individuals is a testament to the value of our intensive approach to a growing population of young people and adults.

Beyond our thriving School Program, our Adult Program offers long-term support for 60 individuals. Over 90% of our School Program graduates seamlessly move into the Adult Program, where they continue to learn skills to increase independence and community engagement. We foster deep connections with peers and staff, vital for the well-being of those we serve.

NLG's seasoned team blends compassionate research-based teaching with business acumen to maintain a close alignment of our resources with our vision of transforming lives. Favorable mortgages have secured our facilities. Our low staff turnover and long-term service model empower us to project staffing needs, build community partnerships, and utilize long-term funding effectively. High satisfaction ratings from families and regulators speak volumes about our program's efficacy.

Demand for our services continues to grow. An effective and robust fundraising program will make it possible for NLG to scale up and amplify our work in building a vibrant community life for an ever-growing population of individuals with Autism and Intellectual Disabilities.

More at <https://nashobalearninggroup.org>.

Salary Range: \$140,000-\$160,000 with a very competitive benefits package.

## Position Summary

Reporting to and working closely with the Chief Executive Officer/President, the Director of Development will serve as a member of the Nashoba leadership team. The Director of Development will lead and champion NLG's fundraising efforts by planning, building, and growing a comprehensive and robust development program. Forging and sustaining relationships with donors and donor candidates (individuals, corporations, and foundations), the DoD and staff will develop multiple pipelines and realize results for annual, event-based, special, capital, endowment, and legacy giving.

The NLG's Director of Development will be a mission-driven individual who will professionally, enthusiastically, and ethically embody the highest principles of fundraising and represent the organization with authenticity, skill, and courage.

## Primary Responsibilities

### **1. Embrace and Support NLG's Mission and Vision**

- a. Actively support the mission and vision of Nashoba Learning Group.
- b. Be a chief and eloquent advocate for the importance of philanthropic support within NLG and in the external community.
- c. Fully understand and communicate NLG's distinctive positioning, programs and outcomes.

### **2. Lead and Manage NGL's Comprehensive Development Program**

- a. Prepare and execute a development strategic plan that includes major donor, annual fund, planned giving, foundation grant development, corporate, event, campaign, and stewardship fundraising channels, including key performance indicators for each channel.
- b. Lead the planning for capital campaigns as they are needed, along with the CEO, Board members, and potential campaign counsel.
- c. Lead planning, marketing, and execution for annual events, including the Annual Fund and auction/dinner Gala, 5k, Bike Ride, and Basketball tournament, along with Development staff.
- d. Lead planning and execution of community building and donor cultivation-related events, such as Donor Appreciation Events, New Parent reception, Adult Services Annual Parent Meeting, and Back to School night, along with the Development staff.
- e. Create reports to analyze, interpret, and measure the progress towards fundraising goals of each element of the development strategic plan.
- f. Conduct ongoing research and discovery to grow and refresh the major donor pipeline.
- g. Identify and investigate new sources of contributed revenue, including third-party events, to benefit NLG.
- h. Prepare regular reports for the Board of Directors in consultation with the CEO.

### **3. Engage, Steward, and Solicit Individuals, Corporations, and Foundations**

- a. In collaboration with the CEO and on behalf of NLG, build rapport and strong relationships with all constituencies, including current parents, new parents, grandparents, staff, and friends of NLG.
- b. Plan, coordinate, and execute gift conversations and proposals of all constituencies in collaboration with the Development staff and appropriate senior executives and development volunteers.
- c. Identify, engage, cultivate, solicit, and steward a portfolio of major donor candidates along with the CEO and Board members.

- d. Prepare content for Development communications (including website, social media channels, and annual report on giving) along with Development staff.
- e. Create marketing collateral, advertising campaigns, and digital campaigns in collaboration with NLG staff and outside resources and in coordination with the Director of Business Development.

**4. Manage and Lead Staff and Volunteers**

- a. Manage Development staff and their activities, including gift entry and acknowledgment procedures, database management and accuracy, reporting, and communications from the development office.
- b. Work with the CEO on Advisory Board meeting objectives and identify candidates to join the Advisory Board.
- c. Recruit and oversee Development Committees of volunteers, who assist the Development Office in designing and executing fundraising events and annual and capital campaigns and participate in peer-to-peer fundraising.
- d. Lead in the training of staff and volunteers, with emphasis on professional development for fundraising and other NLG staff in areas of fundraising practice and philanthropy that will contribute to NLG’s fundraising success.

**Requirements**

- i. B.A. or B.S. (master’s preferred)
- ii. A minimum of 10 years of relevant work experience, preferably in an educational or human service setting.
- iii. Proven fundraising success, including successful face-to-face solicitations of \$25,000+ gifts from individuals.
- iv. Capital campaign and marketing experience are strongly preferred.
- v. Board-level volunteer management experience.
- vi. Successful staff management experience.
- vii. Well-oriented to major digital communications channels.
- viii. Grants development and proposal skills a plus.
- ix. Training experience preferred.
- x. Proficiency with MS Word, Excel, PowerPoint, Google Workspace, and databases.

**Aptitudes**

- i. Authentic appreciation and understanding of the spectrum of personal, family, and community issues associated with Profound Autism.
- ii. Creative and dynamic problem-solver with an entrepreneurial approach.
- iii. Attention to detail and ability to manage multiple projects at one time.
- iv. Curious self-learner.
- v. Flexible, adaptable, and self-driven.
- vi. Compelling and articulate speaker and writer.

*Send a Letter of Interest and Resume to:*

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