



Corporate Development Director Job Description

Vision: Appointment of a Corporate Development Director to assist NEDS in the transition of our fundraising efforts from being a Loon-centric, volunteer funded organization to a more Boston/urban centric, corporate and major donor funded organization.

Responsibilities

- In coordination with the board, to develop a 5-year plan for corporate fundraising and capital expansion plan
- To develop new relationships with the corporate giving sector in order to expand our Corporate/Association programs (such as Coach-for-a-Day, Vets, CanDoMS etc.) and to increase the share of our budget coming from corporates
- To work with members of the board and other key stakeholders to help create a major-donor network by facilitating and encouraging introductions and network connections
- To expand awareness of NEDS and increase our fundraising efforts in the Boston/urban areas of New England
- To plan and lead the execution of recurring Boston/urban centric events which promote organization awareness, corporate partnerships and major donor giving
- To build and manage a donor management & communication/recognition program
- To work with the foundation members and coordinate activities around fundraising events
- To work with the board and the NEDS staff to create a corporate presentation and messaging to promote awareness and giving

Key Goals:

Short-term

Development of a 5-year plan with well-defined OKR

Plan and execute donor event in Boston in October 2023

Development of Donor Management/Communication/Recognition program

Grow our Corporate/Major Donor income by agreed target in 12 months

Leverage board member introductions and other network connections to establish the beginnings of a major-donor network

Help expand our corporate programs to all-year

Medium-term

To create our annual, major fundraising event in the Boston area

To create a network of corporate and major donors

To achieve at least 50% of our annual funding from Corporate/Major Donors

To build a best practice donor communication/engagement program

Position: Initially part-time (20-30 hours per week) but with the goal of a full-time position as we develop success.

Salary: \$ competitive

Reporting to: The Board - with direct liaison with 2-3 members of the Board.
Monthly reporting and readout to the President

Send a cover letter and resume to:

Terry MacDonald, Managing Director

terrym@nedisabledsports.org

All submissions will be acknowledged.

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