



## Director of Institutional Advancement

### **About SquashBusters**

*SquashBusters is a 25-year-old sports-based youth development program that uses a combination of squash, fitness, academic support and enrichment, community service, and mentoring to improve the lives of youth in Boston, Lawrence, and Providence. SquashBusters' mission is to challenge and nurture youth with need in these cities - as students, athletes, and citizens - so that they can recognize and fulfill their greatest potential in life. SquashBusters currently serves 400 middle school, high school and post-secondary students. Middle and High School Students practice at least three days a week throughout the school year and participate in weekend practices, tournaments, and summer opportunities. After high school graduation, students join the Post- Secondary Services Program, and a dedicated staff team supports them in their chosen post-secondary path, and provides career development, internship placement, and employment opportunities. In Boston, programming takes place at the Badger-Rosen SquashBusters Center located on Northeastern University's main campus. In Providence, we work and play out of the Gorgi SquashBusters Center on the campus of Moses Brown School. In Lawrence, we are in the process of designing a facility, in partnership with the City of Lawrence and others, that will literally break new ground for the urban squash movement by placing SquashBusters directly inside a beautiful, new, 80-unit affordable housing complex on the banks of the Merrimack River in downtown Lawrence. Our core values are: Love, Honesty, Attention, Teamwork and High Standards. Do these match yours?*

### **Position Summary**

Reporting to the CEO, the Director of Institutional Advancement (DIA) is responsible for leading fundraising, communications, and external relations for SquashBusters. As part of the organization's leadership team, the DIA works collaboratively to execute the strategic plan and achieve the goals of the organization.

The Director's responsibilities will be broad in scope and include creation and oversight of an organizational fundraising strategy and serving as SquashBusters' primary fundraiser. With impeccable attention to detail, the Director will ensure that all communications on behalf of the organization are executed flawlessly. They will provide direction for the engagement of key stakeholders to advance SQB's goals and oversee a team of three to ensure that all of the development team's internal and external activities and initiatives are carried out with the best interest of the SQB program and the students served top of mind.

**Reports to:** Chief Executive Officer

**Supervisory Responsibilities:** three direct reports:

- Executive Director of Development and Partnerships, SQB Providence
- Manager, Foundation Relations and Communications
- Development and Communications Associate

### **Responsibilities**

#### **Fundraising**

- Oversee all aspects of revenue generation to meet SQB's \$3.5 million budget, while strategizing and providing visionary leadership to grow revenue to meet the organization's projected \$5M budget within 5 years.

- Drive the execution of four major fundraising events – the SQB MashUp, Rumble, Derby, and Boston Marathon – which collectively bring in nearly \$2M and engage hundreds of members of the squash community. This includes but is not limited to:
  - o Solicitation of players, major donors, and corporate sponsors
  - o Strategic leadership around the full player/donor experience with regards to hospitality, engagement opportunities with the program, and general stewardship and cultivation
- Develop a vision for and oversee SQB’s overall fundraising strategy, finding opportunities for revenue growth through expansion of events, enhancement of individual giving, and/or the development of new initiatives.
- Serve as SquashBusters’ chief fundraiser, managing and soliciting a portfolio of individual and institutional donor and partner relationships.
- Play a lead role in Board stewardship and development. Present at Board meetings and serve on the Board’s Nominating and Governance Committee.

### **Donor Relations and Stakeholder Engagement**

- Build and drive a strategic and segmented plan for the cultivation and stewardship of donors at every level of giving and every stage of the donor lifecycle.
- Serve as the primary relationship-holder for the organization’s top donors and prospects, engaging them in the work of the program, cultivating and soliciting gifts.
- Leadership of the SquashBusters Advisory Council and Lawrence Leadership Council driving the groups’ activities toward achievement of overall organizational goals.

### **Communications and Marketing**

- General oversight of SQB’s external communications strategy, working with the Manager of Foundation Relations and Communications to deliver high quality and compelling communications that engage the community at large with the program and its constituents.
- Ensure appropriate representation and voice of SquashBusters participants and their families and communities in any and all externally facing communications.
- Content generation, editing, and proofreading of written materials including but not limited to, the annual impact report, newsletters, stewardship communications, funding reports, etc.

### **Development Operations**

- General oversight of overall operations of the development team to ensure all work is completed and systems and processes function efficiently and properly and that the work is scalable as the organization moves towards a \$5M budget.
- Building and maintaining a strong culture of inclusion, collaboration, respect, and equity both within the development team and across sites and functions of the organization as a whole.
- Supervisory responsibility for the SQB Development Team, including the SQB Providence Executive Director of Development and Programs, the Manager of Foundation Relations and Communications, and the Development and Communications Associate. Responsibilities include leading weekly team meetings, holding regular one-on-one check-ins, and conducting mid-year and annual performance reviews.
- Accountable for the management and nurturing of key partnerships with regards to apparel, vendors, event venues, etc.

## **Governance**

- Active service on the Board Nominating Committee, ensuring the organization is led by an engaged and contributing Board of Directors that is rich and diverse in experience, background, programmatic expertise, and giving capacity, and that effectively represents the students and communities served by SQB.
- Attendance at Board meetings, providing an annual Development update which outlines the team's overall strategy, progress, and goals.

## **Qualifications and Experience**

- Bachelor's degree required; graduate level degree preferred
- At least 5-7 years of progressive experience in fundraising and development, preferably in a nonprofit setting
- A proven fundraising track record of managing, stewarding, and soliciting 5- and 6-figure gifts
- Excellent verbal and written communication skills
- At least 3 years of managerial experience
- Demonstrated ability to work across teams and engage both internal and external audiences

## **Compensation and Benefits**

- Annual salary of \$115,000-\$125,000 based on qualifications and experience
- Retirement plan with employer matching
- 26.5 paid company holidays and days off plus an additional 20 vacation days
- Subsidized health, dental, and vision insurance available
- Free Employee Assistance Program, life insurance benefit, cell phone subsidy, and public transportation subsidy available

## **To Apply**

Please email a resume and cover letter to [recruiting@squashbusters.org](mailto:recruiting@squashbusters.org) with the subject line Director of Institutional Advancement.

***SquashBusters is an equal opportunity employer and strives to reflect the diverse community it serves. SquashBusters is committed to promoting diversity and inclusion and looks to all its staff members to foster and promote its values. We believe in an intersectional approach to diversity, equity, and inclusion, where all of the various forms of oppression are addressed, challenged, and dismantled. Our primary focus is on racism because we live in a society that is so resistant to, and uncomfortable with, discussions of racism.***