



## JOB DESCRIPTION

# Corporate & Foundation Relations Officer

## Department of Development and Communications

full-time, salaried, non-exempt

**Casa Myrna** is Greater Boston's foremost provider of solutions to end domestic and dating violence. The agency operates three residential programs in Boston for survivors and children made homeless by domestic violence and commercial sexual exploitation, a comprehensive range of advocacy and supportive services, and SafeLink, Massachusetts' statewide 24/7 toll-free domestic violence hotline. Casa Myrna believes that every relationship should be safe and healthy and works to end domestic and dating violence through education, awareness and prevention.

The **Corporate & Foundation Relations Officer** will grow and manage a corporate and foundation fundraising program, providing strategy and vision, to support the efforts of Casa Myrna to end domestic and dating violence. Working with senior staff, this position ensures the overall institutional giving strategy aligns with agency needs and strategic directions. The Corporate & Foundations Officer reports to the Director of Development & Communications and serves as a key member of the Casa Myrna fundraising team.

### Principal Duties and Responsibilities

#### *Foundation, Government & Corporate Giving*

- Maintain and manage a portfolio of foundations, family foundations, corporate foundations, select government funders and potential others.
- Manage all stewardship requirements for corporations and foundations supporting Casa Myrna.
- Partner with the Director of Development & Communications and the CEO to identify and implement best corporate and foundation relations practices.
- Strategically identify and research new foundations and their program officers to build and develop a pipeline of prospective funders; develop strategies to respond to new collaborative initiatives among foundations.
- Identify and leverage Board members and donor connections with priority prospects as appropriate.
- Develop relationship and consult regularly with other departments to obtain the latest updates, statistics and narratives to create the most compelling information for funder solicitations and reports.

#### *Grant Writing*

- Craft competitive and compelling grant proposal narratives, applications and supporting documents to secure foundation funding.
- Manage the grant submission process, including collection and synthesis of data, completion of proposals, tracking, reporting and corresponding with foundation and corporate donors.

- Assist in planning, monitoring, and managing budgets, working with the Finance Department to ensure consistent and accurate financial information is provided in proposals.
- Serve as the primary liaison to the Finance Department to ensure proper transfer and reporting on budget and oversight of funds in collaboration with the Director of Development & Communications.
- Develop and maintain an annual schedule of proposals and reports, tracking outcomes and updating the calendar on an ongoing basis.

#### *Additional Responsibilities*

- Monitor and evaluate progress towards fundraising goals, providing statistical and narrative reports on an ongoing basis and as requested, e.g., for Board meetings and reports to CEO.
- Work closely with program managers and staff to develop responsive program design, outcomes, and deliverables that both inform and align with funder guidelines.
- Maintain accuracy of donor tracking systems and database for foundation constituents while maintaining confidentiality of donor information.
- Actively participate in team and agency meetings.
- Work as a team player with other programs/departments, including SafeLink, Community Advocacy, Housing, Counseling, Residential, Youth Engagement, Legal, Finance, and Operations.
- Develop own professional development plan and attend trainings, meetings, and conferences within Casa Myrna and in the community.
- Keep informed of organizational announcements, activities, and changes.
- Other related duties as assigned by Director of Development & Communications or CEO.

#### **Qualifications and Requirements**

- Committed to Casa Myrna's values and mission of ending domestic and dating violence and commercial exploitation, and promoting social justice and social change.
- Five years full-time experience in grant writing, fundraising or relevant field.
- Excellent verbal, writing, and proofreading skills – writing samples will be requested.
- Excellent communication and interpersonal skills including writing, editing, and presenting.
- In-depth experience researching and writing local, state and national foundation, corporate and government grants.
- Successful implementation of proven fundraising strategies.
- Ability and desire to work well in a fast-paced environment with a complicated array of internal stakeholders.
- Track record of engaging stakeholders in the grants process and superior level of customer service and follow through.
- Experience with Salesforce (preferred) or other CRM systems.
- Demonstrated ability to utilize appropriate, non-judgmental communication techniques when working with others that illustrates sensitivity to their experiences and needs. Ability to work in a collaborative style with diverse ethnic, cultural, linguistic, and socio-economic groups, as well as diversity based on ability/disability, sexual orientation and religion.
- Promote an atmosphere of respect and cooperation; maintain confidentiality regarding program participants.
- Ability to travel throughout Boston required; driver's license and access to a vehicle preferred.
- Ability to work a flexible schedule, including evenings and/or weekends as needed.

- **Strong** preference for candidates who identify as a member of a marginalized community as Casa Myrna works to be an inclusive and equitable organization.
- Fluency in a language other than English strongly preferred. Preference for Spanish, Portuguese, Cape Verdean Creole, or Haitian Creole.

**Salary:** Salary commensurate with experience

**Location:** Boston (Grove Hall)

**Hours:** full-time (4 days and 35 hours/week)

**Benefits:** Casa Myrna offers family friendly schedule; generous paid time off and holidays; health, dental and short-term disability insurance; retirement savings plan; and opportunities for professional development and training

*Casa Myrna is an equal opportunity employer committed to workforce diversity and hiring people with diverse life experiences. Survivors, people who are bilingual/bicultural, persons of color, people with disabilities, and LGBTQIA+ people are strongly encouraged to apply.*

Please submit cover letter and resume to [jobs@casamyrna.org](mailto:jobs@casamyrna.org) with “development” in the subject line. Submissions without a cover letter will not be reviewed.