

Development Manager, Writing and Communications Expert

Reports to Director of Development, \$55,000-\$60,000, generous benefits including 4% retirement match, PTO, Hybrid (2-3 days in office) with a Framingham or Worcester desk.

Have you had a mentor who changed your life? At Big Brothers Big Sisters Central Mass and MetroWest, we match caring adult volunteers with children who need exactly that — and we're looking for a fundraising leader who wants to fuel that work at scale.

The opportunity

With 725 mentoring matches and a \$1.6M annual budget, we're growing — and we need a sharp, relationship-driven fundraiser to grow with us. As **Development Manager of Grant Writing**, we are looking for someone with excellent written skills and a communications expert. You'll build and manage a foundation giving portfolio, serve as a key strategic partner, and lead content, voice & strategies for our internal and external communications.

What you'll do

Build the pipeline - Prospect, cultivate, and close foundation and corporate gifts of \$5K+.

Partner with the fundraising team - strategize donor engagement and stewardship, create advocacy messaging with key legislative partners, deliver newsletters and email outreach to Bigs, families and external constituents, and support internal communications.

Build relationships - Manage a portfolio of institutional and corporate funders using moves management best practices. Keep funders close, informed, and inspired to give again.

Lead with data – Participate with a strategic lens in pipeline meetings, own CRM records, deliver reporting to funders.

You're a fit if you have

- A genuine passion for mentorship and youth development
- 3+ years of fundraising experience
- Degree in English, journalism or related field
- Experience in \$5k+ grant writing is a plus
- Strong ties to or knowledge Central Mass and MetroWest is a plus
- Experience with Salesforce or a comparable donor CRM
- Valid driver's license

Ready to make a real impact?

Send your resume and a brief note about what draws you to this role to our hiring team at Careers@BigsCm.org.