



**GENERATION CITIZEN
DEVELOPMENT MANAGER, MASSACHUSETTS
LOCATION: BOSTON, MA**

ABOUT GENERATION CITIZEN:

Generation Citizen is transforming how civics education is taught by bringing the subject to life. We champion real-world democracy education that equips all young people with the skills and knowledge needed to effect change. To ensure that our democracy represents the voices of all people, we prioritize working with students from communities that have been historically excluded from the political process. In the classroom, our Action Civics program inspires robust civic participation by inviting students to engage directly with the local issues and institutions impacting their communities. We provide thought leadership, conduct research, and build coalitions to advocate for state and district level policies that ensure schools prioritize Action Civics. Nationwide, Generation Citizen is activating a movement of young people prepared to lead in our democracy.

Generation Citizen is nearing our 10th year of operations, serving more than 60,000 students since our founding and on track to serve more than 25,000 next academic year.

ABOUT THE ROLE:

The Development Manager, Massachusetts will join a growing team and be a critical contributor to both the Massachusetts regional team and the national development team during a time of strategic opportunity for civics education in the state of Massachusetts. The Development Manager will manage the Massachusetts funding portfolio, which includes public funding, institutional grants, individual donors, and corporate sponsors. Their primary responsibilities will include overseeing and strategically growing revenue streams, donor prospecting, grant administration, and assisting with departmental systems development. They will report to the Executive Director, Massachusetts and manage a part-time Administrative Assistant.

GC's Massachusetts regional team is growing and looking for an innovative, driven, and learning-oriented colleague who can support, elevate, and amplify our impact across Massachusetts.

RESPONSIBILITIES:

- Manage the Massachusetts revenue portfolio generated through diverse revenue sources.
- Identify and research funding prospects, concentrating on local private and corporate foundations, major donors, and local government; create, organize, and maintain the regional prospect list.
- Collaborate with the National Development Team and CEO on the organization's development strategy and systems building, with special contributions to its major gifts and institutional funding systems.



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- Create plans to cultivate relationships with existing and new funders.
 - Work with the Massachusetts Executive Director and program staff to draft and submit grant applications and required institutional investor reports.
 - Maintain a detailed calendar of grant applications and cultivation deadlines.
 - Engage staff and board in contributing to prospect identification, cultivation, and proposal development.
 - Manage donor-related facets of cultivation events, such as the bi-annual student capstone event and Civics Day.
 - Perform other development-related tasks as needed.

THE FOLLOWING IS LIKELY TRUE OF OUR DEVELOPMENT MANAGER'S EXPERIENCE:

- 3+ years of non-profit development experience showing progressive responsibility and success, with a specific successful track record growing a portfolio
- Experience cultivating and maintaining varied donor relationships
- Experience coordinating grant writing and application process, including collaborating with program and finance teams to align program elements and budgets with grant guidelines
- Experience planning and overseeing event processes and operations (e.g., timelines guest lists, vendors, space, permits, follow-up)
- Experience designing compelling communication campaigns for donors, and coordinating those campaign activities
- Experience working with Salesforce or another similar platform, and a background of learning various new technologies to support work

MINIMUM REQUIREMENTS PREFERRED:

- B.A. or B.S. degree, or equivalent experience
- Based in the Boston Metro Area with an ability to commute to our local office near South Station
- Ability to travel to various funder meetings and events across Massachusetts.
- Willingness to work an occasional evening and weekend for special events and projects

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback in order to connect to, engage and inspire others towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
- Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders
- Comfort using technology and platforms such as Google Docs/Sheets and MS Office applications



OUR COMMITMENT TO DIVERSITY IN HIRING:

Generation Citizen is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the communities we serve. Generation Citizen does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We were founded by a college student almost 10 years ago, and we're a team of educators, advocates, and youth organizers. What does this mean? We have an inherent appreciation for the “non-traditionals”, untapped potential, and the diamonds in the rough. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

WHAT WE OFFER:

Generation Citizen offers a competitive salary commensurate with both soft and hard experience, with the potential for annual performance based raises. We offer a comprehensive benefits plan, covering the majority of the employee premium for all medical plan options. Other benefits include dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options, generous vacation time plus a winter break between December 24 and January 2 of each year, commuter benefits, and a 401(k).

At Generation Citizen, we believe each of us has the capacity to make a difference within our communities. Our hope for a better democracy, and brighter future for all, fuels our commitment to seek systems-level responses and solutions to present challenges. We invite collective inquiry, experimentation, failure, and resilience to inspire inventive outcomes, learning, and growth. We strive for an inclusive work environment where employees are encouraged to bring their whole selves to work every day, and work to create a collaborative, fun team of colleagues driven by our [big mission](#) and equipped with our [core values](#).

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The hiring manager will reach out to qualified candidates to schedule a phone screen. **We appreciate if you could refrain from reaching out to GC team members directly to inquire about the position or the status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Development Manager, Massachusetts in seat by **August 1**. We encourage applicants to submit their applications early.