



Mersky, Jaffe  
& Associates

SPECIALIZING IN FUNDRAISING AND  
EXECUTIVE SEARCH SOLUTIONS

## DIRECTOR OF DEVELOPMENT

### Background and Mission

Community Rowing Inc. (CRI) was founded in 1985 as a nonprofit organization dedicated to the belief that the sport of rowing provides unique opportunities to promote personal and community growth through teamwork, discipline, and physical fitness.

Committed to making these opportunities available to all, CRI has become one of the largest rowing programs in the United States, serving more than 10,000 people annually.

Located on the Charles River, an internationally recognized attraction for rowing and a gem within the Massachusetts park system, CRI was the first public rowing club in Boston. CRI is committed to its mission of Rowing for All and provides broad-based programs for youth and adults, novice and elite, para and military, inner-city and suburban.

Since its inception, CRI has provided education and training for more than thousands within the Boston community including:

- Youth (boys and girls) from local high schools
- Individuals with special needs such as sensory and mobility
- Military veterans and their families
- Olympians and National Team Rowers

A reputation for excellence and outstanding accomplishments in the sport has made CRI the place to learn to row in the Boston area and a model for similar programs nationally.

CRI's mission is broad and ambitious: Rowing changes lives. At Community Rowing Inc. we are dedicated to fostering a community that is both welcoming and supportive. Under the banner of Rowing for All we make rowing accessible without regard to individual ability, background or experience. We seek to raise the standard of rowing programs through internal excellence and to share our knowledge and expertise with others for the advancement of the sport at all levels.



### **Position Description**

Reporting to the Executive Director, the Director of Development will work as a member of the senior management team of CRI and manage the Development staff. In consultation with the Executive Director, the Director of Development will design and implement a three-year strategic plan to raise unrestricted annual funds as well as capital and program endowment funds.

Among other specific responsibilities and duties, the Director of Development will

- create and articulate the CRI case statement
- develop a tactical fundraising plan that includes a timetable, gift recognition, stewardship and communications programs
- design and implement content and scheduling of donor and community communications through multiple communication channels (web, social media, mailings, etc.).
- prepare and monitor budgets for all development activities subject to the approval of the Executive Director
- coordinate and monitor all development activities and regularly report results to the Executive Director, the Development Committee, the Board and others, as requested
- supervise the development of proposals for foundations and corporations
- organize, motivate and lead Board members to recognize and carry out their fundraising responsibilities
- identify and recruit additional members to the Development Committee and volunteer infrastructure for CRI to expand the opportunities for major gift cultivation and solicitation
- train the Board, Development Committee members and volunteers to serve as solicitors, cultivators and stewards of prospects
- manage processes to support, track and recognize volunteers
- supervise the research, cultivation and development of appropriate solicitation strategies for identified and new major gift prospects
- engage in, and direct, personal solicitation of prospective donors
- create recognition opportunities to meet the needs and interests of donors



Mersky, Jaffe  
& Associates

SPECIALIZING IN FUNDRAISING AND  
EXECUTIVE SEARCH SOLUTIONS

- administer stewardship activities by supervising the maintenance of the database of contributors and gifts, track current and potential donors, and acknowledge, record and report all gifts with appreciation to donors
- develop materials and learning opportunities to support development efforts for major gifts, planned giving and endowment funding on a local, regional and national basis

The successful candidate will be

- an experienced professional with a proven track record in major gift solicitation and experience working with high level volunteers and philanthropists
- a strong manager who is a self-starter who listens and can build a motivated team of volunteers and professionals
- a hands-on director with superior verbal and written communication skills
- goal-oriented with the capability to create and execute a plan for increased financial resource development results
- knowledge of and a personal commitment to competitive sports a creative, energetic individual committed to realizing the potential of the bold, innovative and dynamic vision of CRI

\*

\*

\*

**Mersky, Jaffe & Associates**, a national executive search and consulting firm, has been engaged to conduct a search for the next Director of Development of [Community Rowing, Inc.](#) ("CRI").

Mersky, Jaffe & Associates is proud of its association with Community Rowing, Inc. and to be conducting the search for its next Director of Development. If you, or someone you know, might be a suitable candidate for this unique position, please forward, in confidence, the person's name, cover letter, resume, salary requirements and contact information to Rachel Woda at [rachel@merskyjaffe.com](mailto:rachel@merskyjaffe.com). The deadline for applications is January 18, 2019.