



Kindness and Care for Animals®

Boyden Executive Search Contact

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Position Summary

The primary responsibilities of the Development Officer, Corporate and Foundations requires a comprehensive understanding of and background in Corporate and Foundation fundraising principles and practices, a high level of professionalism, collegiality, self-motivation and a strong belief in the mission and principles of the MSPCA – Angell. The Development Officer will possess the ability to work collaboratively with the Development team and all of the other departments of MSPCA –Angell, including veterinary staff and volunteer leadership.

The Development Officer will demonstrate, model and inspire all employees to embrace and live the organizational values of Compassion, Integrity, Collaboration, Excellence, Service and Positivity in carrying out day to day tasks as well as in interactions with others.

Responsibilities

- Manage a portfolio of current and prospective Corporations and Foundations who have a capacity to make significant gifts to the organization.
- Participate in all aspects of the gift cycle from initiating contacts through stewardship.
- Work in partnership with the VP of Development to design and implement strategies for cultivating and stewarding Corporations and Foundations towards ongoing gift commitments and donor retention.
- Engage the Board and Advisory Council to identify and connect with prospects in the Corporate and Foundation space.
- Arrange meetings between donors and senior management and veterinary staff.
- Manage the annual schedule of Foundation and Grant deadlines. Work in partnership with subject matter experts to complete and submit grant applications.
- Build and nurture working relationships with the development team, veterinarians, animal protection staff and management, volunteer leadership and donors.
- Participate in all organizational Special Events.

Position Specific Requirements

- Proven success as a Corporate Fundraiser; demonstrated ability to establish new relationships with Corporations and Foundations.
- Ability to understand the needs and interests of leadership and Corporate and Foundation donors in order to develop strong relationships.
- Excellent writing skills, particularly grant writing.
- Belief in the mission of the MSPCA – Angell.
- Strong interpersonal skills.
- Familiarity with Boston’s philanthropic community.

Skills and Attributes

- Ability to deal diplomatically with all internal and external clients.
- Collaborative working style and the skills to translate concepts into actionable plans.
- Capable of taking ownership and initiative to propose ideas and solutions to problems.
- The ability to be innovative and take the initiative to work independently
- Possess and demonstrate knowledge of the department’s functions and protocols.
- MS Office and Outlook; as well as other software applications that become necessary to the operation of the department.
- Understand and support teamwork, honest and open communication.
- Excellent communication skills.
- Highly organized & efficient.

Qualifications and Education

- Bachelor’s Degree
- A minimum of 6-10 years of successful Corporate and Foundation fundraising

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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