Job Title: Managing Director, Development and Communications
Reports to: President & Executive Director
Position Type: Full-Time, Exempt
Location: Hybrid, MA
Salary Range: $85,000–$110,000, inclusive of base salary and potential performance-based bonus

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About Massachusetts Appleseed Center for Law and Justice

Massachusetts Appleseed Center for Law and Justice is a nonprofit organization committed to advancing equal rights and systemic change for all Massachusetts residents. For more than 30 years, Appleseed has championed opportunity and justice, helping children and families overcome poverty and crisis by opening doors to vital services, legal protections, and quality education. By harnessing the strength of the state's legal community and mobilizing a powerful network of pro-bono attorneys, advocates, and expert staff, we drive bold, community-rooted solutions that deliver lasting, transformative change across the Commonwealth.

Position Summary

The Managing Director of Development and Communications is a senior leadership role responsible for expanding Massachusetts Appleseed's philanthropic relationships, strengthening external communications, cultivating strategic partnerships, and advancing initiatives that support the organization's mission and long-term sustainability.

Working closely with the Executive Director, Director of Advancement and Partnerships, Director of Legal Education and Policy, and Board of Directors, the Managing Director will help grow the organization's network of supporters, increase philanthropic investment, and elevate its visibility and impact across Massachusetts.

The Director will lead donor and sponsor engagement, cultivate individual and institutional supporters, and oversee the annual Good Apple Awards Reception. The Managing Director will also lead external communications to donors, partners, policymakers, and the broader public.

The ideal candidate is an accomplished, relationship-oriented nonprofit leader with strong fundraising instincts, exceptional communications skills, sound judgment, creativity, and the confidence to represent Appleseed with senior leaders and external stakeholders.

Key Responsibilities

Development, Fundraising, and Donor Engagement (30%)

- Partner with Executive Director and team to advance fundraising goals and expand philanthropic support.

- Cultivate, solicit, and steward relationships with individual donors, corporations, foundations, law firms, and other institutional partners.
- Develop and deepen relationships through strategic outreach, meetings, events, personalized engagement, and ongoing stewardship.
- Identify opportunities to expand individual giving, corporate contributions, sponsorships, and other philanthropic revenue.
- Represent Appleseed with philanthropic leaders, corporate executives, legal professionals, and community stakeholders.
- Support Board members and the Development Committee in donor cultivation, introductions, solicitation, and follow-up.
- Help implement annual and year-end giving campaigns through donor outreach, engagement, and communications.

Strategic Communications and External Relations (30%)

- Lead a communications strategy that elevates Appleseed's visibility, reputation, and stakeholder engagement.
- Oversee newsletters, annual reports, press releases, website content, social media, fundraising appeals, and organizational publications including drafting and posting content.
- Develop compelling messaging and impact storytelling for donors, partners, policymakers, and the public.
- Partner with the Executive Director on thought leadership, media engagement, speaking opportunities, and strategic visibility.
- Collaborate with the team to align donor communications, sponsorship materials, fundraising campaigns, and stewardship messaging with development priorities.
- Work closely with the Director of Legal Education and Policy to translate complex legal and policy issues into accessible communications highlighting research, legal rights education, advocacy, and impact.
- Oversee dissemination of research reports, policy briefs, and legal rights education materials with program staff.
- Ensure communications are consistent, inclusive, accessible, and aligned with racial and social justice values.
- Strengthen brand identity, media relationships, and digital engagement; oversee communications consultants and vendors as needed.
- Monitor communications effectiveness and recommend improvements.

Strategic Partnerships and Network Engagement (20%)

- Cultivate relationships with community organizations, legal advocates, public interest stakeholders, academic institutions, policymakers, corporate leaders, and other partners.
- Strengthen the Massachusetts Homeless Youth Legal Network (MHYLN), cultivating relationships with legal advocates, service providers, and community partners; coordinating network engagement, meetings, and events; and identifying opportunities to

expand collaboration, participation, and impact in support of youth experiencing homelessness and housing instability.

- Manage and strengthen the Justice in Action Volunteer Corps (JVAC), overseeing volunteer recruitment, onboarding, training, engagement, and stewardship; cultivating relationships with legal professionals and community partners; and identifying opportunities to expand volunteer participation and impact in support of Massachusetts Appleseed's mission and programs.
- Collaborate with the team to strengthen law firm, corporate, foundation, and philanthropic relationships.
- Develop partnerships that create opportunities for collaboration, visibility, philanthropic investment, and organizational growth.
- Represent Appleseed at meetings, conferences, networking events, and community gatherings.
- Collaborate with the team on external engagement and communications related to coalitions, working groups, legislative hearings, public forums, and policy initiatives.
- Support collaborative research, policy advocacy, legal rights education, and community engagement aligned with strategic priorities.
- Ensure community-informed priorities and lived experiences are reflected in communications and outreach.
- Support recognition and engagement of pro bono partners, including law firms and corporate legal departments.

Good Apple Awards and Sponsorships (10%)

- Lead and oversee the annual Good Apple Awards Reception, Appleseed's signature fundraising and donor engagement event alongside Executive Director and event consultant.
- Lead sponsorship cultivation and solicitation with event consultant, including identifying prospects, developing opportunities, building relationships, and securing commitments.
- Oversee event budgets, timelines, vendors, invitations, registration, program development, communications, and logistics, coordinating staff and consultants as appropriate.
- Build relationships with honorees, sponsors, host committee members, and influential supporters to broaden Appleseed's philanthropic network.
- Ensure sponsor recognition and stewardship before, during, and after the event; turn event participation into sustained support.
- Evaluate event performance and identify opportunities for additional donor cultivation gatherings and fundraising initiatives.

Leadership and Organizational Development (10%)

- Serve as a senior member of the leadership team, contributing to strategic planning, organizational growth, and long-term sustainability.
- Collaborate with team to align fundraising, communications, partnerships, and program priorities.

- Provide strategic guidance on external relations, donor engagement, communications, and fundraising initiatives.
- Support the Board and Development Committee in advancing fundraising and engagement priorities.
- Guide staff, consultants, interns, and volunteers supporting communications, events, and development activities.
- Advance racial equity and equitable fundraising through inclusive engagement, asset-based messaging, and thoughtful donor education.
- Exercise independent judgment, identify opportunities and risks, and lead cross-functional projects as needed.

Qualifications

- Minimum five to seven years of progressively responsible experience in nonprofit development, fundraising, communications, external relations, or related fields, including leadership of significant initiatives.
- Demonstrated success in donor cultivation, fundraising, corporate sponsorships, institutional partnerships, and philanthropic engagement, including securing financial support and building lasting relationships.
- Exceptional relationship-building and interpersonal skills, with the ability to engage confidently with donors, corporate executives, foundation representatives, legal professionals, Board members, and community stakeholders.
- Outstanding written and verbal communication skills, including experience developing persuasive fundraising materials, organizational messaging, strategic communications, and public engagement initiatives.
- Experience leading major fundraising events, including sponsorship development, donor engagement, event planning, and execution.
- Strong strategic thinking, sound judgment, creativity, and project management skills, with excellent attention to detail and follow-through.
- Experience working with nonprofit Boards and fundraising committees to advance organizational priorities and philanthropic support.
- Familiarity with grant development, foundation relations, and collaborative proposal writing, reporting, and funder stewardship.
- Ability to work independently and collaboratively with senior leadership, colleagues, and external partners, balancing strategic leadership with hands-on implementation.
- Familiarity with the Massachusetts philanthropic landscape, including foundations, corporate giving programs, and the legal community, or demonstrated ability to build relationships in these sectors.
- Proficiency with digital communications, donor engagement, and nonprofit technology platforms, such as Canva, WordPress, Constant Contact, Little Green Light, Qgiv, or similar tools.
- Experience in or understanding of social justice, legal advocacy, public policy, education, or other public interest fields.

- Commitment to racial equity, economic justice, and the mission of Massachusetts Appleseed.

Compensation and Benefits

The anticipated annual compensation range is $85,000–$110,000, inclusive of base salary and potential performance-based bonus. Compensation will be determined based on experience, qualifications, and scope of responsibilities. Bonus is subject to established organizational goals and manager discretion.

- Health insurance with employer contribution
- 401(k) retirement plan with employer match
- Generous, flexible paid time off policy, with employees encouraged and supported in taking at least four weeks of vacation and personal time annually, in addition to paid holidays
- Flexible summer work schedule, including opportunities for shortened workweeks during June, July, and August
- Hybrid work arrangement combining team time with flexibility to work remotely

This role may require rare evening and weekend work, particularly for fundraising events and external engagement activities.

To Apply

Please submit a cover letter, resume, and short writing sample (one page maximum), combined into a single PDF document, to jobs@massappleseed.org with the subject line "Managing Director of Development and Communications Application – [Your Name]." Applications will be reviewed on a rolling basis until the position is filled.

Massachusetts Appleseed is an equal opportunity employer and strongly encourages applications from people of color, women, LGBTQ+ individuals, people with disabilities, and members of underrepresented communities.