



Are you on board?

MANAGER OF CORPORATE AND FOUNDATION RELATIONS

Boston Harbor Now (BHN) seeks a Manager of Corporate and Foundation Relations to secure financial resources from Corporates and foundations in support of BHN's mission, ongoing operations, and strategic initiatives. Reporting to the Chief Advancement Officer, the Manager of Corporate and Foundation Relations will play a critical role in expanding BHN's philanthropy and strategic growth goals.

The Manager of Corporate and Foundation Relations is responsible for working in partnership with the President and CEO, Chief Advancement Officer, Board of Directors and BHN team members to meet fundraising goals and secure the requisite revenue by identifying, cultivating, and soliciting institutional prospects and donors. This role is responsible for the full cycle of effective donor pipeline management with a focus on securing the requisite funding that aligns with BHN's strategic priorities and that helps fuel the organization's stability and strategic growth.

This is an ideal opportunity for a relationship-oriented resource development professional (fundraiser) with a track record of success to help the BHN scale its impact.

Organizational Overview

Boston Harbor Now envisions a vibrant, welcoming, and resilient Boston Harbor, Waterfront, and Islands for the benefit of everyone. Our mission is to ensure that these unique regional resources are accessible, inclusive, and properly adapted to the risks of climate change.



BHN focuses on **Coastal Resilience, Access, and Equity**. BHN works with public and private partners to increase people's awareness of and access to parks and public spaces on Boston Harbor through programming, communications, and engagement. The organization serves as the legislated non-profit partner of the [Boston Harbor Islands National and State Park](#) and the city's partner for the Boston Harborwalk and [Moakley Park](#).

Current priority projects include the [Stone Living Lab](#), focused on finding nature-based solutions to sea-level rise, and [Harborwalk 2.0](#), a framework for improving waterfront development on Boston Harbor as well as imagining a bolder vision for the waterfront and islands. Harborwalk 2.0 goes beyond existing regulations in anticipation of building a more resilient and accessible waterfront that is prepared for the coastal impacts of climate change.

For more information about Boston Harbor Now, please visit: www.bostonharbornow.org

Responsibilities include:

Grants Management:

- Oversee a team of consultant grant writers and make assignments for the development of customized proposals.
- Ensure all proposals and grant reports are submitted on deadline.

Prospect Research and Donor Engagement:

- Identify new institutional donors who are aligned with the organization's mission and develop strategies to engage them as philanthropic investors.
- Work in partnership with the Chief Advancement Officer, President and CEO and other team members to strengthen and grow BHN's corporate and foundation partnerships with an eye toward building deeper and expanding relationships with partners in industries aligned with BHN's mission.
- Help secure and participate as needed in donor meetings in partnership with the Chief Advancement Officer, President and CEO, Board Members and team members to solicit funds from Corporates, and foundations.

Corporate Sponsorship:

- Work with the Manager of Special Events to help identify and solicit targeted corporate sponsorships.

Operations and Systems:

- Partner with BHN's Development Coordinator to ensure all grant prospect, solicitation and reporting data are tracked in Salesforce.
- Oversee the monthly financial reconciliation process in partnership with the Development Coordinator and BHN's Finance Team and ensure that there is a seamless and transparent monthly reconciliation process.
- Ensure all Corporate and foundation donors receive timely and accurate gift acknowledgements.

Other duties as assigned.

This is a full-time position, requiring a flexible work schedule. Some weekend and evening work is required.

Qualifications and Experience

The ideal candidate will be a team player with at least 5+ years of fundraising experience in non-profit, mission-driven organizations, with an emphasis on corporate & foundation donors. In addition, the candidate should demonstrate strong attention to detail, experience with Salesforce or similar donor database technology, high-level communication, writing and organization skills, an energetic spirit, and a passion for and interest in being a part of an innovative community committed to excellence. Ideal candidates may also have:

- A track record of developing and maintaining strong relationships with a diverse set of philanthropic partners.
- A demonstrated commitment to achieving results: specifically securing 5 & 6+ figure investments, meeting annual fundraising goals, and increasing & diversifying donated revenue over time
- Experience managing multiple projects and relationships concurrently, including a portfolio of donors/funders
- Demonstrated leadership and collaboration skills in a dynamic organizational environment
- Exceptional communication and interpersonal skills
- An understanding of environmental justice, environmental stewardship, and related community engagement strategies, as well as a commitment to diversity, equity, and inclusion.
- A strong commitment to the mission of BHN

We recognize that experience can be gained in various ways: lived, professional, volunteer, and other experience.

We encourage Black, Indigenous, people of color, people with disabilities, and people with non-dominant gender identities who may not believe they meet all of the described qualifications to consider what they can contribute to Boston Harbor Now and apply.

Work Hours and Physical Requirements

This position is based in Charlestown and is located close to public transportation. This position must be able to work irregular hours as needed, including early morning and evenings, and occasional weekend events. Boston Harbor Now follows a hybrid work schedule.

Benefits and Salary

The salary range for this position is \$80,000 to \$85,000 annually, depending on experience, plus a competitive and inclusive benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(b) retirement plan with employer matching.

Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining diverse individuals at all levels. We don't just accept differences - we celebrate them, we value them, we promote them, and we thrive on them for the benefit of our employees, volunteers, supporters, partners, and community. We recognize that people bring their personal histories to work and that we make better decisions when we include a wide range of experiences and opinions. Diversity refers not only to race and gender, but also to an array of human differences including: culture, ethnicity, geography, socio-economic position, ability, sexual orientation, background, perspective and more that exist in the community and are reflected in the workforce. We value using an equity lens to manage the organization and create spaces for conversations on equity and ongoing staff and board engagement and empowerment to redesign policies, practices, services and programs. Boston Harbor Now strongly believes that diversity plays an essential role in our mission, fostering innovation and creativity, attracting the best candidates to our team, and enhancing our ability to serve.

We are an equal opportunity and affirmative action employer.

How to Apply

Please send your resume/CV and cover letter to employment@bostonharbornow.org for consideration. Please use the Subject line "Manager of Corporate and Foundation Relations Application (your last name)" in your email.

It is important to us that the hiring process is accessible to everyone. If you require accommodations to participate in the interview process, please let us know when you apply.