Position: Director of Development
Employment Status: Full-Time | $115,000 – $135,000 (Exempt)

Position Summary:

As Director of Development, you will lead Nectar's fundraising and development efforts, including cultivating funder relationships, securing philanthropic and public funding, and supporting the organization's long-term financial sustainability. You will serve as the CEO's strategic partner in growing and diversifying funding sources and communicating Nectar's impact to funders and partners. Working collaboratively with internal teams and external marketing partners, you will help shape communications that effectively convey Nectar's mission, programs, and community impact to advance fundraising and organizational priorities. This position reports directly to the CEO.

Schedule & Work Location: 40 hours worked regularly between Monday and Friday, 9:00 a.m. to 5:00 p.m. Evenings and weekends may be required. The majority of work must be on site, either at headquarters at 50 Island Street, Lawrence, MA, or in the field, with some remote work as approved by your supervisor.

Key Responsibilities of the role include:

Development Strategy and Planning (approximately 15%)

- In partnership with the CEO, develop and implement an annual fundraising and development plan that establishes revenue targets, funding priorities, and strategies to diversify philanthropic and institutional support, integrating fundraising communications, campaigns, events, and impact reporting into the overall development strategy.
- Track progress against goals and report regularly to the CEO, Board of Directors, and leadership team.
- Identify new funding opportunities aligned with Nectar's strategic priorities, including operating support, programmatic funding, and lending capital.

Relationship Management and Fundraising (approximately 40%)

- Manage and expand a portfolio of institutional funders, donors, and strategic funding and capital partners, serving as primary or secondary contact as agreed with the CEO.
- Prepare the CEO for funder meetings with written briefings, attend meetings as appropriate, and ensure timely follow-up.
- Cultivate, solicit, and steward donors and funding partners to secure new and renewed financial commitments, including year-end and Community Investment Tax Credit (CITC) contributions.
- Support the Board of Directors in its fundraising role, including facilitating introductions, cultivating prospective funders, and supporting donor engagement efforts.

Grant Writing and Reporting (approximately 30%)

- Research and identify potential grant opportunities from private and public sources at the local, regional, and national levels, aligned with Nectar's strategic priorities and funding needs.
- Write and submit proposals and reports to private funders, including foundations, banks, and corporations.
- Lead public funding applications and reports, including the CDFI Fund Financial Assistance program and state programs, in coordination with Finance and Lending.
- Own the grant calendar and funder records in Salesforce, ensuring timely submissions, reporting, and follow-up.
- Coordinate with the CFO on proposal budgets, grant agreements, restricted funds, and financial compliance.

Strategic Communications and Coordination (approximately 15%)

- Develop and maintain Nectar's core fundraising narrative, key messages, and impact information to effectively communicate the organization's mission, priorities, and results to funders and stakeholders.
- Collaborate with internal teams to gather programmatic updates, organizational developments, and impact stories that inform fundraising and organizational communications.
- Coordinate funder and donor communications, including impact reports, newsletters, fundraising campaigns, and other materials that support development objectives.
- Serve as the primary internal liaison to Nectar's external marketing firm, providing organizational context, communications priorities, and relevant content to support effective and consistent messaging.

All Nectar employees are expected to:

- Attend staff-wide meetings and trainings
- Support leadership with the coordination of organizational events
- Work evenings and weekends as needed
- Ensure compliance is met within the scope of work
- Stay abreast of industry trends and changes
- Promote Nectar services in the community
- Maintain a confidential environment to protect client and organizational information
- Liaise with IT support to ensure information security practices and protocols are enforced

To be successful in this role:

- A demonstrated track record of cultivating funder relationships, securing institutional funding, and generating multi-year support.
- Excellent grant writing, proposal development, and communication skills, with the ability to develop compelling cases for philanthropic investment.
- The ability to understand Nectar's business model and effectively communicate its mission, funding needs, and community impact to diverse stakeholders.

- Strong project management skills, with consistent follow-through on deadlines and commitments.
- Ability to work collaboratively with the CEO, Finance, lending teams, and external partners while independently managing fundraising priorities.

The ideal candidate would be knowledgeable and/or interested in the following:

- Community development finance, CDFIs, small business lending, or affordable housing.
- Low- and moderate-income communities and immigrant entrepreneurs.
- Economic mobility, wealth building, and equitable access to capital.
- Spanish-language proficiency is a plus.

Minimum Requirements:

- Bachelor's degree or the equivalent combination of education and experience.
- Five or more years of progressively responsible experience in institutional fundraising and development, with a demonstrated track record of securing grants and cultivating funder relationships.
- Demonstrated experience researching, writing, and managing grant proposals and reports for private and public funding sources; CDFI Fund experience strongly preferred.
- Excellent written communication skills, including the ability to develop compelling grant proposals, funding requests, and donor communications.
- Proficiency with Salesforce or a comparable CRM, Google Workspace, and project management tools; ability to learn and navigate other organizational technology platforms.

About Nectar: Nectar Community Investments is a certified Community Development Financial Institution (CDFI) and Community Development Corporation (CDC) dedicated to growing the assets and wealth of historically disinvested individuals and their communities. Through flexible capital, technical assistance, and strategic advisory services, Nectar supports small business owners and homeowners in building financial stability, economic opportunity, and generational wealth. Established in 2022 through the merger of Mill Cities Community Investments and the Foundation for Business Equity, Nectar builds on a legacy of community investment dating back to 2008.

Benefits: Nectar offers a competitive benefits package that includes medical, dental, and vision insurance, flexible spending and dependent care accounts, life insurance, a retirement plan, paid time off, paid holidays, and access to an employee assistance program. Benefits are subject to applicable plan terms and eligibility requirements.

To Apply: Email a cover letter, resume, and one relevant fundraising writing sample (such as a grant proposal, letter of inquiry, or institutional funding request) to careers@nectarinvests.org.

Applications received by December 10, 2026, will receive priority consideration; applications will be reviewed on a rolling basis until the position is filled.

Nectar is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations.