



Wellspring House, Inc.

Director of Development & Community Relations – Gloucester, MA

Department: Development

Job Code: J26

Reports to: Executive Director

FLSA Status: Exempt

Hours per week: 40

Compensation Range: \$95,000 - \$110,000 annually

WHO WE ARE

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore region. Our mission is to inspire families and adults to achieve employment and financial security through stable housing, education, job training and career readiness.

WHAT WE SEEK

Guided by Wellspring House's mission and vision, the Director of Development & Community Relations is responsible for attracting, maintaining and expanding critical resources for the organization. This includes philanthropic dollars and people who give their time and expertise as volunteers. Wellspring prides itself as an organization built on authentic relationships – within our programs, among our staff, and with the people who give funds and time.

The Director of Development & Community Relations is a key public face and ambassador of Wellspring's commitment to social justice and financial opportunity. Through engagement with donors, corporations, granting institutions, and volunteers, the director oversees a full slate of activities designed to foster broad

community support. As a member of the senior team, the director works closely with the executive director, development team members (direct reports), as well as the Board of Directors, other staff, and volunteers in service of Wellspring's mission and strategic purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fund Development

- Oversees and implements fund development plans, including goals, timelines, and assignment of responsibility for all areas of fundraising;
- Leads the organization in continuously improving and expanding fundraising pipelines, including individual and corporate giving, foundation grants, sponsorships, and special events;
- Oversees a strategic and ambitious annual and multi-year grant income plan;
- Acts as a liaison to corporate and foundation prospects for the expansion of grant support, especially among institutional funders who seek to fuel strategic growth and strategic outcomes;
- Develops and leads major donor campaigns; serves as the Chief Major Gift Officer with responsibility for the design and implementation of strategies and programs to attract donors;
- Oversees and implements 1-2 major annual fundraising events along with 3-5 more customized stewardship gatherings each year;
- Organizes, motivates, and leads efforts in partnership with the Board of Directors, the Board Development Committee, and other organizational departments to mobilize our constituents in their support of Wellspring;
- Attends Board meetings and serves on the Board Development Committee.

Community Relations

- Serves as a primary public face and resource to attract and maintain donors, volunteers, and partner collaborators in service of the mission and Strategic Plan;
- Oversees integrated, on-message communications for the organization including website, social media, print, and press;

- Serves as a primary advisor to and partner with the executive director to ensure that messaging and communications are timely, engaging, fresh and meaningful;
- Supervises staff responsible for onboarding, orienting, giving thanks for, and maintaining regular contact with community volunteers;
- Partners with Senior Team members to ensure a robust volunteer program with varied opportunities for volunteer help.

Management

- Oversees, monitors, and supports a team of development and communications professionals, each of whom are responsible for areas of expertise;
- Evaluates development resources and staff plans, and recommends changes as needed;
- Ensures fundraising costs are within established guidelines and oversees the budget for the Development Team;

Communications

- Advises about program-specific communications to ensure that each department's messaging is part of a well-coordinated effort;
- Ensures ongoing relationships with communications-related vendors and contractors;

Donor Prospecting, Stewardship and Database Management

- Supports and advises on donor database management;
- Ensures the maintenance of an up-to-date and sophisticated donor database with appropriate reporting, tracking of trends, and gift acknowledgment;
- Helps to expand and achieve a polished and effective program of donor research, outreach, relationship development, and appreciation;
- Implements a formal Planned Giving program.

** This job description is not intended to include every duty, task or instruction. Other duties may be assigned.*

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Demonstrated commitment to social justice and social change;
- High-energy person with the ability to articulate Wellspring's mission with passion and conviction;
- Minimum of five (5) years of comprehensive, progressively responsible fundraising experience;
- A proven track record of cultivating relationships and experience in the solicitation of major gifts;
- Ability to apply fundraising techniques with imagination and an entrepreneurial spirit;
- Exceptional oral and written communication and interpersonal skills;
- Prior experience supervising a team of direct reports;
- Effective management and supervisory skills, with proven ability to work collaboratively as a colleague and a team builder/player;
- Able to work occasional nights and weekends;
- BA/BS required;
- Connection and familiarity with communities on the North Shore of Massachusetts.

COMPENSATION

The compensation range for this position is \$95,000 - \$110,000, commensurate with experience and skills. Employees at Wellspring House with a regular schedule of at least 30 hours per week are eligible for medical, dental, and life insurance benefits. Other benefits for regular part-time and full-time employees include paid holidays and accrued vacation time. All employees are also eligible to participate in a Simple IRA retirement plan with matching contributions up to 3% of your gross wages.

WORK ENVIRONMENT, LOCATION, AND SCHEDULE

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform essential functions.

This role routinely uses standard office equipment such as computers, photocopiers, phone, and scanners. Remote work is conducted via telephone, ZOOM, Google Classroom, Google Meet, and other platforms.

This position reports to Wellspring's headquarters located at 302 Essex Avenue in Gloucester, MA. The property is accessible by public transportation (MBTA commuter rail and bus service). Parking is available on site.

The hours for this position requires are business hours Monday-Friday with some evening and weekend time required for special events.

DIVERSITY EQUITY AND INCLUSION

Wellspring is committed to providing opportunities to people regardless of economic or social status. We strive to be inclusive in our engagement with our clients, our coworkers, and our external collaborators so that all feel welcome and empowered to do their best. It is incumbent upon every team member to treat others with respect.

We do not discriminate based on race, color, national origin, gender, gender identity, age, religion, marital status, sexual orientation, ancestry, public assistance, veteran history/military status, genetic information, or disability in providing our services.

APPLICATION PROCESS

Wellspring is currently accepting applications. When the position is filled, this job posting will be removed. Please respond directly to the job posting on Indeed. You may also send your resume and cover letter via email to:

jobs@wellspringhouse.org. In the subject line, write your name and the position title. We will review all submissions, identify candidates, and contact ONLY those individuals selected to continue in the search process. No phone calls please.

Wellspring is an Equal Opportunity Employer that is committed to creating an inclusive organization. We are actively seeking a diverse pool of candidates for this position.

Date Revised: 10/16/25