

### **Job Description: Development and Communications Manager**

The Massachusetts Budget and Policy Center's mission is to advance equitable policy solutions that create an inclusive, thriving Commonwealth for all. Working closely with and reporting directly to the Vice President of Operations, the Development and Communications Manager will take a leading role in developing and implementing MassBudget's fundraising and communications strategies. The Development and Communications Manager will be responsible for strengthening MassBudget's brand and visibility, researching and cultivating donor relationships, and driving overall revenue growth.

The Development and Communications Manager will blend fundraising strategy with compelling communications and external affairs, ensuring MassBudget's research and policy priorities reach and resonate with a wide audience.

Due to the relationship-building nature of this position, the Development and Communications Manager is required to reside in Massachusetts or within a reasonable driving distance from Massachusetts.

**\*We will have a priority deadline of December 17, 2025 at 11:59PM, for accepting applications. Applications received by that deadline will be prioritized for review. Those received after the deadline will be collected and reviewed as needed. Review of applications will begin after the priority deadline has passed.**

#### **Responsibilities:**

##### Development Strategy and Operations (~70%)

The Development and Communications Manager will:

- Partner with the President and Vice President of Operations to develop, implement, and evaluate an annual comprehensive development plan aimed at increasing both donors and annual dollars raised
- Plan for and manage strategic growth across multiple revenue streams, including individuals, corporations, and foundations
- Be an active participant in the Board of Directors Development Committee, coaching Board members on fundraising and leveraging connections to funders
- Cultivate and maintain relationships with donors, foundations, corporations, and other key stakeholders
  - This includes conducting effective research, outreach, meetings, and visits with prospective and current funders in close collaboration with the President and/or Vice President of Operations.
- Identify grant opportunities and write grant proposals and reports, along with other related materials for new and existing funders
  - This includes working in close collaboration with other departments, especially Research and Policy Analysis, to plan for, effectively communicate the need for, and report on funded projects.
- Utilize reporting tools, campaign projections, and historical data to set and monitor annual fundraising goal progress in close collaboration with the Vice President of Operations

##### External Communications and Public Affairs (~30%)

The Development and Communications Manager will:

- Support the publication, distribution, and promotion process for all public-facing projects (i.e. research products, statements, donation appeals, events, advocacy campaigns)

- This includes providing copyediting support for all products.
- In collaboration with other MassBudget departments, develop and implement communications plans for all MassBudget’s work, including but not limited to:
  - Informational materials about MassBudget’s research, policy analysis, advocacy, and development opportunities
  - Media engagement (TV, radio, newspapers, magazines, etc.)
  - Creating and posting promotional social media posts for projects, events, campaigns, career opportunities, internships, among other initiatives.
  - Direct mail and electronic mail communications to stakeholders
- Support the President in elevating MassBudget’s media presence at the local, state, and national levels
  - This includes serving as MassBudget’s Single Point of Contact (SPOC) for press and media coordination
- Coordinate and implement direct mail and digital fundraising appeals to solicit and steward annual donors and prospects
- Manage MassBudget’s social media presence with an emphasis on growth and engagement

### Other

- With the Vice President of Operations, oversee the work of external communications-related agencies, graphic designers, consultants, vendors
- Provide flexible, responsive, and high-quality customer service to all whom we serve, and continuously assess processes and procedures to revise accordingly
- Perform other related duties as assigned

### **Required Skills and Experience:**

- Commitment to building racial and economic equity in alignment with MassBudget’s mission
- Minimum three years of dedicated development, communications, external affairs, or other related experience
- Proven experience creating and executing a development and/or communications strategy
- Very strong written and oral communication skills
- Basic experience in website editing and content management
- Detail-oriented collaborator who has proven experience managing deadlines effectively
- Ability to manage up and support the President, Vice President of Operations, and Board of Directors in their development responsibilities
- Experience with digital development and communications platforms

### **Desired Skills and Experience:**

- Direct solicitation of 5- to 6-figure gifts from foundations, corporations, and/or individuals
- Experience writing community-centered grant applications with partner organizations
- Experience in public policy, advocacy, or research-focused organizations
- Knowledge of a second language that is [prevalent](#) in Massachusetts
- Knowledge of online platforms like Neon CRM, Click Up, Slack, and Google Suite
- Experience with public speaking

MassBudget is on its journey to becoming a safe, inclusive workplace for people of all backgrounds and walks of life. Some candidates may see a long list of job requirements and feel discouraged because they don’t match every single bullet point. We encourage you to please apply anyway.

### **Salary and Benefits**

MassBudget has a 35-hour work week; this position is full time. MassBudget is a remote-first organization; though, staff may be required to attend in-person meetings and events as needed during the course of business.

The salary range is \$79,673-\$89,764 based on qualifications and experience. In an effort to increase equity and because salary negotiations tend to have an unfair bias, MassBudget will not participate in a salary negotiation process for any position. MassBudget will make its best offer, and it will use the same criteria regardless of the staff member or position, current or potential.

MassBudget currently provides generous benefits including: paying 100% of health, vision, and dental care premiums; short-term family and medical leave; long-term disability insurance; life insurance; accidental death insurance; wellness benefit; employer contribution to a flexible spending account or health savings account; at least 3 weeks of vacation annually; 15 paid wellness days annually; and an employer match to employees' 401k plans.

### **How to Apply**

Please email resume and cover letter to [jobs@massbudget.org](mailto:jobs@massbudget.org). Put "LAST NAME, FIRST NAME, Applicant for Development and Communications Manager" in the subject line of the email. This position is open until filled.

MassBudget does not discriminate basis of race, color, religious creed, national origin, sex, sexual orientation, gender, gender identity, pregnancy or pregnancy-related condition, age, ancestry, traits historically associated with race, citizenship, marital or veteran status, uniformed military service, genetic information, handicap or disability, or any other protected status as defined by law. As part of its work on building an antiracist organization, MassBudget is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. We encourage applications from persons whose background and experiences will increase the diversity of voices in our organization.