

DIRECTOR OF DEVELOPMENT & COMMUNICATIONS



About the Lenny Zakim Fund

Founded in 1995 by civil rights leader Lenny Zakim, The Lenny Zakim Fund (LZF of The Fund) works to develop deep relationships with those in the community who are at the forefront of change and to build bridges among people and communities to advance social, economic, and racial justice in eastern Massachusetts.

Mission: Listen to those most impacted by inequities at the grassroots and provide the funding, essential resources, and support they need to create lasting change.

Vision: A more just and equitable world where communities thrive because of the contributions and leadership of grassroots organizations.

Values: Social justice, grassroots leadership, diversity and belonging, learning, bridge building, responsiveness, love.

Over the past 31 years, The Fund has awarded over \$14 million in grants to 435 community-based organizations in eastern MA. Our 2026 grant portfolio consists of 49 grantee partners who received a combined total of \$669,000 in grants; the average grant being \$13,653.

LZF's current strategic plan runs through 2027 and calls for us to double down on our work with grassroots organizations by:

1. Increasing LZF's public profile as a charitable, public nonprofit organization and leveraging our role as a leader in philanthropy;
2. Expanding The Fund's programming and enhancing our annual grantmaking to increase and deepen our impact;
3. Leveraging LZF's revenue-generating potential; and,
4. Investing in our staffing capacity and organizational operations.

As a public charity, Lenny Zakim Fund relies on the generosity of our donors to support our annual operating budget, which includes our grantmaking. Our FY26 budget (1/1 to 12/31) is \$1.4 million. The Fund is run by a highly talented professional staff who are supported in our work by an active Board of Directors and numerous volunteers.

How We Work

LZF prioritizes communities or populations within Greater Boston and throughout eastern Massachusetts that have been historically marginalized, under-served, or under-resourced, which is where the greatest racial, economic, and social injustices have existed. We center grassroots leadership and the voices of those most proximate to the communities we serve. We have four main program areas -- grantmaking, capacity-building, community-building, and field-building -- that together comprise our [Theory of Impact](#).

Grantmaking

LZF intentionally focuses on grassroots organizations with annual operating budgets under \$350,000, an area historically underserved by other individual or institutional funders. Our work centers on seven funding areas:

- Access to Food, Housing, and Economic Security
- Children and Youth Development & Education
- Civil and Human Rights Advocacy and Support
- Health Promotion and Accessibility for All
- Organizing and Support for Immigrants & Refugees
- Violence Prevention, and Criminal Justice Reform, and Family Outreach

- LGBTQIA Community Support & Organizing

We practice trust-based, community-centered grantmaking, convening a committee of community representatives to read and evaluate grants, and providing unrestricted grant funding (up to \$20,000 annually) for five years.

Capacity and Community Building

LZF also provides grantee partners and their leaders with over \$30,000 worth of capacity-building and community-building programs annually, such as educational seminars and workshops, socials and convenings, executive coaching, and pro bono legal support. LZF grantee partners continually attest that these capacity building resources – along with the long-term relationships they build with peer nonprofit leaders – are at the core of our impact.

Field Building

LZF plays an active role in the larger philanthropic ecosystem, sharing grassroots and capacity-building learnings with the field and collaborating with peer funders to deepen our impact. Being a LZF grantee conveys a unique form of social capital, signaling to other funders that an organization is credible, vetted, and worth supporting.

The Opportunity

LZF seeks an experienced and values-aligned fundraising professional to lead its growing philanthropic and engagement activities. Reporting to the Executive Director, the Director of Development & Communications will oversee all aspects of LZF's comprehensive fundraising program, including annual and major gifts, planned gifts, grants, events, and in-kind donations from individual, foundation, and corporate donors. This person will help to translate organizational strategy into clear and detailed action plans, playing a key role elevating LZF's thought leadership as well as in the relationship building, cultivation, solicitation and stewardship of major individual and institutional donors to increase contributed revenue. The Director of Development & Communications supervises the Development & Communications Coordinator and works closely with LZF's Board of Directors, development committee members, funders, and other key stakeholders to achieve or exceed The Fund's annual revenue goals (~\$1.4M in FY26). This position also offers invaluable experiences in both grantmaking and philanthropy.

Key Areas of Responsibility

Fundraising

- Create and execute a comprehensive annual fundraising plan designed to meet and ideally exceed LZF's annual revenue goals.
- Oversee the strategy, planning, and implementation of LZF's diversified revenue generation strategies, currently including institutional grants, individual donations, planned giving, in-kind contributions, events, and corporate sponsorships.
 - Strategically identify, qualify, cultivate, solicit, and steward all prospects and supporters
 - Manage LZF's institutional funding, including maintaining an annual grants calendar, researching and prospecting, writing grant proposals, and submitting grant reports.
 - Plan and execute various printed and electronic appeals throughout the year, including for signature annual fundraising events The Zakim Light (September), No Show Ball (November), and year-end appeal.
 - Grow LZF's new planned giving program launched in fall 2025.
- Serve as main point of contact externally for all development inquiries.
- Staff LZF's Development and Communications Committee: co-create monthly meeting agendas with Committee co-chairs and manage associated board fundraising.
- Oversee LZF's donor CRM (Donor Perfect), ensuring timely and accurate data keeping on donor gifts, touch points, and contact information.
- Oversee gift acknowledgements and IRS compliance regarding fundraising.

Communications

- With the Development & Communications Coordinator, create and execute annual communications plans designed to raise LZF's visibility, inspire the philanthropic sector, and support fundraising.
- Supervise execution of various printed and electronic communications throughout the year, including e-newsletters, social media posts, stewardship mailings, case studies, website updates, and targeted campaigns.
- Work with ED to translate 30-Year Impact Study Findings into targeted communications, with support from external marketing and communications consultant.
- Work with ED to identify opportunities for LZF to represent grassroots organizations in the field and to deepen the organization's public engagement and thought leadership.

Events

- With the Development & Communications Coordinator and Grants & Program Coordinator, plan and execute Annual Awards Ceremony (February), which serves as both a celebration of our newest cohort of grantee partners and a donor stewardship event.
- Plan and execute The Zakim Light (September), LZF's signature annual fundraising event. This event includes a preview event and a silent auction.
- As needed, plan and execute upwards of 2 Bridge Builder events annually to share LZF's learnings with the philanthropic and nonprofit sectors (usually no more than once per year).
- Recruit and manage event planning and host committees. Managing LZF's contracted event planner and other vendors.

Organizational

- [Mandatory in first year; optional after] Participate in LZF's annual grant cycle as a member of the Community Investments Committee: read and evaluate applications, staff site visits, and vote on final grant decisions.
- Contribute to organizational strategy and planning discussions at the staff- and board-levels, including annual budgeting and audit processes. Implement revenue and communications strategies and prepare regular progress reports.
- Represent LZF externally at network calls, meetings, and events. Attend weekly staff meetings, quarterly board meetings, and annual ½ day board retreat (spring). Take advantage of professional development opportunities as available.
- Supervise and mentor the Development & Communications Coordinator, including weekly check-ins, annual review, and generally supporting their learning and growth.
- Other appropriate duties, as assigned.

Work Expectations

- This is a hybrid position
 - Must be based in Eastern Massachusetts, with a preference for the Greater Boston Area
 - Able to work from LZF's office at 33 Arch Street in Boston 3 days a week (Tuesday through Thursday)
 - Employees are provided with an LZF-owned laptop
- Have access to reliable transportation (i.e., valid driver's license) for events and donor visits as needed
- Business casual dress code per the professional decorum standards of the law firm which generously donates our office space
- Flexibility to occasionally work outside of the normal workday or work week (i.e., events, dinners)

Must-Have Qualifications and Skillsets

- **A commitment to social justice:** Strong alignment with LZF's mission, understanding of and engagement with critical issues in the field, and an understanding of how inequity shows up in systems, institutions, organizations, and interpersonal interactions.
- **Place-based and sector knowledge:** Understanding of and familiarity with the eastern Massachusetts nonprofit and philanthropic sectors as well as broader field trends.

- **Communication skills:** Excellent oral and written communication skills. Ability to present information, including quantitative data, to a variety of audiences in a compelling, logical, and error-free manner.
- **Interpersonal skills:** Excellent interpersonal skills, awareness of power dynamics, commitment and demonstrated ability to maintain confidentiality and build trust with diverse constituents.
- **Strategic thinking:** Strong ability to think critically, logically, and creatively. Be able to work with quantitative and qualitative data, test assumptions, draw data-backed conclusions, and translate those conclusions into concrete recommendations and practices while maintaining strategic direction and mission alignment.
- **Project management skills:** Keen attention to detail, competency in managing team members with varying positional power, and the ability to proactively manage multiple competing priorities to ensure that work is completed accurately, efficiently, and on time across the team. Ability to retain a sense of grace and humor under pressure.
- **Flexibility:** Ability to work flexibly both independently and collaboratively, particularly in support of other team members as needed. Ability to handle the ambiguity that may come with a cross-functional role in small, entrepreneurial organization.
- **Organizational skills:** Strong organizational and time management skills, including the ability to learn, build, and iterate on new systems and processes.
- **Office skills:** Comfort with email, digital workspace organization, scheduling, Microsoft Office Suite, Zoom, and strong digital literacy (including AI tools). Familiarity with or ability to quickly learn Constant Contact and Donor Perfect (CRM).
- **Work experience:** 7+ development work experience, including:
 - Successful track record of securing 5-figure gifts, with exposure to 6-figure asks
 - Experience writing successful grant applications and grant reports
 - Broad understanding of development from appeals to events
 - Experience within small or mid-sized nonprofits (\$500K-\$2M)
 - Supervisory experience strongly preferred
 - Communications and marketing experience strongly preferred
- **Formal education:** Bachelor's degree or equivalent.
- **U.S. work authorization:** As a small nonprofit, we are unable to sponsor visas.

A strong candidate will also have:

- Event planning or production experience
- Digital content creation skills (i.e. Canva, Adobe Creative Suite)
- Strong social media skills across a range of target audiences and platforms
- Language skills relevant to LZP's grantee partner and donor communities (currently Spanish, Vietnamese, American Sign Language, Mandarin)

Compensation and Benefits

The Director of Development & Communications role is a 40 hour/week, exempt position, with a hiring salary range of \$115,000 - \$125,000, commensurate with experience.

Benefits include:

- 4 weeks' paid vacation (following successful completion of a 90-day probationary period)
- Paid sick, personal, and volunteer time
- Health (70% subsidized) and dental insurance
- 401k retirement plan (eligible after 1 year of employment at LZP, with 3% employer match)
- MBTA monthly pass
- Monthly cell phone subsidy

LZF is a registered 501c3, and therefore employment at LZP qualifies for the Public Service Loan Forgiveness program and other loan relief programs for nonprofit employees.

To Apply

Please complete the application form below. You will be asked to answer brief informational questions and to upload a resume and cover letter. Your cover letter should provide examples of how you have demonstrated some of the must-have skillsets listed above.

Application Form Link: <https://forms.gle/CGGWm8NzPEnM4qcQ9>

Deadline: Monday, September 14, 2026. Applications will be reviewed on a rolling basis up until the deadline.

Hiring Process & Timeline

- Interviews
 - One 30-minute Zoom screening interview
 - One 60-minute Zoom interview with LZF staff, should applicant be invited to continue in the process.
 - One final 60-minute in-person interview at LZF's offices with a combination of staff and Development Committee members.
- Following the initial interview, candidates moving forward will be asked to complete a written exercise and provide three professional references.
- Our goal is to make an offer by Friday, October 23.
- Target start date: Monday, November 9.

The Lenny Zakim Fund is an equal opportunity employer and is committed to building and maintaining a culturally diverse, equitable, inclusive team and a supportive and friendly work environment dedicated to social justice. We are dedicated to broadening opportunities for individuals from demographic groups historically underrepresented in nonprofit and philanthropy.