

## **ORGANIZATIONAL OVERVIEW**

In 2013, at the age of 17, Jack Trottier suffered a spinal cord injury while snowboarding, causing paralysis from the chest down. Less than a decade later, in 2021, the Jack Trottier Foundation opened its doors, bringing to life Jack's goal to support others living with SCI. What started as a small grassroots organization has emerged into a leading organization supporting individuals with SCI in New England. The organization's first initiative was grantmaking to improve quality of life for individuals with SCI. Since 2022 grantmaking has grown tenfold and JTF is on track to award 30 life-changing grants in 2024. In 2023 JTF launched its second program, Advanced Recreation Therapy and our Education Program will release our first *Storytellers* film in late 2024. JTF is emerging as a hub for the SCI community and its impact continues to expand.

## **THE OPPORTUNITY**

The Jack Trottier Foundation is currently seeking a highly motivated Development Associate/Manager to play a critical role as we expand our reach, programmatic impact and the funding base necessary to support such growth. The Development Manager will be the second member of the staff, joining its founder, Jack Trottier. As such, this individual should excel in startup environments, enjoy small teams, and bring an entrepreneurial spirit. The Development Associate/Manager will have exceptional project management and communication skills, is highly detail oriented, takes tremendous pride in their work and strives for excellence. They will be excited about making a real impact in people's lives, enjoy new challenges and be eager to help extend the impact of JTF's work to positively impact individuals living with spinal cord injury. The Development Associate/Manager will report to the Executive Director and will work closely with the ED, Board of Directors, and Associate Board.

## **POSITION OUTCOMES**

A successful Development Associate/Manager will:

- Spearhead foundation prospect research and manage the organization's grant calendar and submissions, lead proposal and report writing
- Serve as lead architect of the development database and ensure regular analysis and sharing of information essential to managing donor and partner relationships
- Support donor cultivation and stewardship activities and events
- Assist with the writing and design of development and marketing communications across multiple print and digital platforms to a variety of external audiences

## **YOUR CONTRIBUTION**

In this exciting role you will be responsible for a variety of critical development and communication responsibilities including:

### *Grant Writing and Management*

- Build a pipeline of prospective funders for Jack Trottier Foundation by researching and identifying new grant prospects, ensuring an average of 25% increase in new foundation funds annually
- Serve as the primary writer on all grant proposals and reports to foundations as well as sponsorship requests to corporations
- Manage the grant submission process, including collection and synthesis of data, completion of high-quality proposals, tracking, reporting and some correspondence with donors
- Develop and maintain an annual schedule of letters of inquiry, proposals, reports, and sponsorship applications, tracking outcomes and updating the calendar on a regular basis

### *Data Management*

- Take primary responsibility for the organization's development database; ensuring it is built out for optimal use, becoming an expert in its design and functionality, and ensuring regular, accurate updating and report generation
- Analyze and share fundraising data with internal and external audiences so that Jack Trottier Foundation can make informed decisions on fundraising prospects and strategies
- Maintain up-to-date contact information and record of contacts

### *Donor Stewardship and Solicitation*

- Regularly research and identify foundation, corporation and individual prospects at all giving levels
- Support strategic donor outreach and communications including annual appeals, regular correspondence with key funding representatives and coordinate necessary site visits
- Assist with developing the strategy, managing the logistics and executing all activities for JTF's events (annual Cornhole tournament in May, new events being developed)
- Ensure accurate and timely gift acknowledgements as well as thoughtful, personalized thank yous
- Support the Executive Director in managing their donor portfolio including research, meeting preparation, and scheduling

### *Communications*

- Create and manage a calendar of communications that incorporates planned outreach and updates across social media, email, print mailings and Jack Trottier Foundation's website that will go to donors, prospects, volunteers and other external constituents
- In collaboration with the Executive Director, manage the design and creation of email and hard copy content, quarterly newsletter and periodic e-communications to donors, friends and prospective donors
- Develop and manage the strategy for Jack Trottier Foundation's social media platforms, ensuring timely and interactive social media content
- Support updates to Jack Trottier Foundation's website
- Support the management of Jack Trottier Foundation's branded collateral, including organizational one pagers

## **YOUR BACKGROUND AND QUALIFICATIONS**

*As the incoming Development Associate, you will possess many, though perhaps not all, of the following characteristics and qualifications:*

- Passion for the mission of Jack Trottier Foundation, advancing opportunities and independence for individuals with spinal cord injury
- Three years of relevant work experience; direct experience with fundraising and grant writing required
- Strong computer skills that includes experience with donor databases (Salesforce preferred), Microsoft Office, social media platforms, design software (Canva preferred) and Wix.
- An unwavering commitment to equity, in deepening your personal understanding and in advancing our collective work

- Outstanding interpersonal and communication skills
- Superior organization and project management skills
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment and handle high-pressure situations
- Exceptional written and verbal communication skills with the ability to interact effectively with a variety of audiences
- Team player who demonstrates a positive attitude, sense of humor, energy, entrepreneurial spirit and dedication to collaboration
- Flexibility that allows for occasional evening and weekend work for board meetings and events (averaging once every other month).
- Candidates with spinal cord injury or who have loved ones with spinal cord injury are encouraged to apply
- Bachelor's degree

### **LOCATION**

Employee must be based in Massachusetts. Hybrid role; weekly meetings in-person in the Greater Boston area.

### **COMPENSATION**

Jack Trottier Foundation offers a competitive compensation package and is committed to pay equity and transparency. The salary range for this position is **\$60,000 - 80,000**; Jack Trottier Foundation makes an offer based on relevant years of experience and impact to-date.

### **HOW TO JOIN OUR TEAM**

If you are interested in learning more about how your passion and experience can help Jack Trottier Foundation meet its mission and grow its impact, please submit your resume or share your LinkedIn profile as well as a **thoughtful and targeted cover letter** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. **Applications must be submitted to Jack Trottier, Founder & Executive Director at [info@jacktrottierfoundation.org](mailto:info@jacktrottierfoundation.org) with subject line: JTF Development Team Application.**

Applications will be reviewed on a rolling basis. Learn more about Jack Trottier Foundation at [jacktrottierfoundation.org](http://jacktrottierfoundation.org).