



Development Officer | Boston, MA

About The Irish American Partnership

Headquartered in Boston, the Irish American Partnership is a leading transatlantic fundraising organization for education. Our supporters honor their heritage by investing in Ireland's future, raising more than \$63+ million since 1986. Dedicated to connecting Irish America and friends of Ireland to their Irish heritage through direct giving, we invest in schools, peace and reconciliation initiatives, community development projects, university scholarships, and Irish arts, sports, and cultural programs across the island of Ireland, nurturing the next generation of global leaders.

Position Overview

The Development Officer will lead the Partnership's Young Partners program and serve as an integral member of the organization's fundraising team. The Young Partners program engages our emerging generation of supporters by providing professional networking opportunities and a connection to modern Ireland, while promoting the Partnership's mission.

The Development Officer will design, implement and evaluate the young professional fundraising and engagement strategy, managing and expanding the current Young Partners chapters in Boston and New York. The position will encompass all aspects of development, from the production of fundraising and friend-raising events to research, donor prospecting, and stewardship. This role will also work across functions, including events, administration, and communications, to support the Partnership's overall mission and strategic goals.

Essential Functions

Young Partners

- Lead and expand the Young Partners chapters in Boston and New York, planning events, maintaining regular communication with members, and creating strategies for further growth
- Plan three events in each city annually to engage young professionals and highlight the Partnership's impact on education across Ireland
- Manage and grow the Young Partners Committees in Boston and New York by coordinating volunteers, providing updates on Partnership programs, and recruiting prospective members
- Expand the Young Partners program by identifying prospects and referrals, building relationships, and maximizing philanthropic support from all sources, individual and institutional
- Implement young professional fundraising and engagement strategy to increase Young Partners giving
- Identify, cultivate, solicit, and steward Young Partners through the giving process
- Manage Young Partners budget, including grant funding, and ensure compliance with reporting requirements

Development



- Prepare donor research and meeting materials for the development team
- Conduct gift analysis for fundraising appeals
- Manage donor records in Blackbaud CRM, ensuring data accuracy and integrity
- Attend webinars and training to stay current on system updates and best practices in Blackbaud CRM

Events

- Assist with fundraising events, including breakfasts, roundtables, and golf tournaments
- Provide support to the Vice President, External Engagement & Communications in creating event materials and social media posts
- Attend local Irish and community events as a representative of the Partnership

Skills / Competencies

- A Bachelor's degree and 3-4 years of experience in administration, development, or event operations, preferably in a nonprofit setting
- Extensive experience with Microsoft Office Suite and knowledge of a CRM database (Blackbaud or Raiser's Edge preferred)
- Well-organized, detail oriented, and flexible
- Passion for building and maintaining relationships
- Experience handling confidential information
- Excellent oral and written communication skills
- Ability to prioritize, multi-task, and deliver results under deadlines, working independently and within a team
- Knowledge of Irish affairs and interest in advancing the Partnership's mission

Travel Requirement

Special events may take place during early morning, evening, or weekend hours and/or require occasional travel domestically and internationally.

Conditions of Employment

The Development Officer position is a full-time role based in Boston, MA. The Irish American Partnership offers a competitive salary and benefits.

To Apply

Please submit a resume and cover letter via email to Katherine Susich at katherine@irishap.org with the subject line, "Development Officer."

Physical Demands/Working Environment

Reasonable accommodations may be made where possible to enable individuals with disabilities to perform the essential functions of this position.



- On-site attendance is essential to perform some of the duties of this position.
- Works in a typical office environment, including prolonged periods of sitting and repetitive wrist and arm movement.
- The event management aspect of this role requires an individual to be able to occasionally stand for long periods of time, and to frequently move boxes weighing 10lbs and occasionally move boxes weighing up to 25lbs at event venues using proper lifting techniques.

The Irish American Partnership is an equal opportunity employer committed to creating an accepting and inclusive environment for all.