



Development Associate

Reports to: Director of Development

Supervises: N/A

Status: Full-time, Non-Exempt; hybrid (4 days/week in-person, 1 day/remote)

Organization Overview

The mission of Family Nurturing Center of Massachusetts (FNC) is to build nurturing communities where children are cherished, families are supported, and healthy human development is promoted by all. We achieve this through four areas of focus: parenting education, early childhood family engagement, coalition and community building, and training and capacity building for providers across the region. We are based in Dorchester, with additional sites in Hyde Park, Chelsea, and Allston-Brighton.

Position Overview

The Development Associate supports FNC's Development Team by supporting opportunities to engage and acknowledge individual and corporate donors through events, volunteerism, and annual campaigns. The Development Associate will provide daily support to the Director of Development and to the Director of Leadership Giving and Manager of Communications and Marketing, as needed.

Principal Duties and Responsibilities

Gift Processing and Acknowledgement:

- Assist donors in making contributions to FNC.
- Ensure all gifts, grants, and contributions are tracked in the appropriate Salesforce campaign; support senior fundraisers with Salesforce data entry, when needed.
- Ensure all donors receive an accurate and timely acknowledgement letter
- Produce fundraising/donation reports for monthly financial reconciliation and other needs.
- Function as liaison to the Finance Department on all incoming donations.

Development Administration and General Support:

- Support direct mail campaigns (end of year campaign, gala invitations, etc.)
- Purchase, deliver, and pick up supplies and materials, and make trips to the post office as needed.
- Schedule meetings and take minutes for DoD and other team members, as needed
- Assist with identifying and creating content for social media and other external communications campaigns, as assigned.



Event Support:

- With DoD, plan and execute internal and external events (annual charity bike ride, Gala, house parties, etc.):
 - Coordinate recruitment, training, management, and communication for event volunteers, both internal and external to FNC
 - Execute pre-during-post event coordination and logistics, both on site and in office with a hands-on approach
 - Support online giving and fundraising groups for Rodman Ride for Kids.
 - Maintain guest lists, gather and prepare registration materials for events; communicate proactively with attendees.
- Volunteer Coordination:
 - Communicate with volunteer group contact(s).
 - Prepare space, materials, and logistics for volunteer events.
 - Track volunteer hours and in-kind donations.

Qualifications

- Prior experience in fundraising or events coordination for a nonprofit preferred.
- Solid analytical and strategic thinking with strong interpersonal, written, and verbal communication skills.
- Superior ability to attend to details, prioritize, work under pressure, and organize/facilitate multiple projects independently.
- Ability to develop an understanding of and communicate Family Nurturing Center's mission
- Ability to work independently and as part of a collaborative team.
- Proficiency in Microsoft Office suite. Experience with database management (Salesforce preferred) and fundraising platforms (e.g. Greater Giving, Give Smart).
- Experience with graphic design, media editing, and/or social media management tools (e.g. Canva, Hootsuite, Buffer, Adobe Express) preferred; some experience with Adobe Creative Suite a plus.
- Willingness to work flexible hours when needed, including evenings and weekends on occasion.
- Bachelor's degree preferred or commensurate professional experience.

We know that strong candidates may not meet every qualification listed. Research shows that women and people of color are less likely to apply for jobs unless they meet every single requirement. If you are excited about this role and believe you have the skills and experience to succeed, we encourage you to apply.



FNC is committed to diversity and inclusion in hiring practices and encourages applications from individuals of all backgrounds, including people of color, women, LGBTQ+ individuals, and people with disabilities. We are committed to creating an inclusive environment where diverse perspectives are valued and all employees have the opportunity to thrive.

Compensation: the hourly rate for this position is \$28.25.

To Apply: Please submit a cover letter and resumé to Valerie Bean, Director of Development (vbean@familynurturing.org).