Development Associate

Reports to: Director of Development
Status: Full-time, Non-Exempt; hybrid (3 days/week in-person in Dorchester, MA; 2 days/remote; schedule may adjust seasonally according to departmental needs)

Organization

Family Nurturing Center of MA provides family strengthening, parenting education, and early childhood development programming in historically marginalized neighborhoods throughout the City of Boston, and training for family service providers across the Commonwealth. FNC's 60-person team represents the communities we serve; 30% of us are graduates of an FNC program. Our approach is rooted in racial and social justice and we approach families with respect and nurturing joy.

Position Summary

The Development Associate (DA) is a key member of FNC's fast-paced Development team. This position is responsible for gift processing, data management, event coordination, and volunteer engagement. Reporting to the Director of Development and working closely with the Co-Executive Director for Operations and the Manager of Grants and Foundations, the DA supports progress toward fundraising goals and contributes to strong donor stewardship.

Principal Duties and Responsibilities

<u>Gift Processing and Data Management</u>

- Establish fundraising campaigns in Salesforce; ensure all gifts, grants, and contributions are accurately recorded; and provide Salesforce data entry support to Development leadership as needed.
- Collaborate with the digital systems consultant to identify, troubleshoot, and resolve Salesforce issues.
- Ensure all donors receive accurate and timely acknowledgement letters.
- Produce and analyze fundraising and donor reports; prepare segmented lists for direct mail campaigns, event invitations, and other outreach efforts.
- Serve as the primary liaison to the Finance Department for all incoming donations and complete monthly financial reconciliations.
- Conduct research and prepare concise briefing materials ("one-pagers") on individual and corporate donors.

Event Coordination:

- In partnership with the Director of Development (DoD), plan and execute donor-facing events (e.g., annual charity bike ride, gala, house parties); oversee pre-, during-, and post-event logistics and coordination.
- Recruit teams and support online giving and team coordination for the Rodman Ride for Kids.
- Maintain guest lists; prepare registration materials; and communicate proactively with event attendees.
- Research and solicit corporate sponsorships.

Volunteer Coordination:

- Collaborate with Program teams to identify volunteer opportunities across FNC's four sites.
- Research and cultivate relationships with potential corporate volunteer partners; represent FNC at corporate social responsibility networking events.
- Serve as the primary point of contact for volunteer groups; coordinate space, materials, and logistics to ensure successful volunteer events.

Development Administration and General Support:

- Manage the purchase, delivery, and pickup of supplies and materials for Development events and operations.
- Schedule meetings and take minutes for the Director of Development (DoD) and other team members, as needed.
- Provide support to the Marketing and Communications department, as required.
- Maintain inventory of FNC branded materials ("swag") and fulfill associated requests; place orders as assigned.

About You

- Ambitious, motivated self-starter who works well independently and collaboratively as part of a team.
- Eager to gain new professional skills through hands-on experience and willing to "roll up your sleeves" to contribute wherever needed.
- Highly detail-oriented with the ability to prioritize and manage multiple simultaneous projects and tasks.
- Passionate about mission-driven work and committed to understanding FNC's mission in order to communicate it effectively to others.
- Flexible and available to work occasional evenings or weekends, with eligibility for overtime pay as applicable.

Qualifications

- Prior experience with nonprofit fundraising or event coordination strongly preferred.
- Excellent written and verbal communication skills.

- Proficiency in Microsoft Office suite; experience with database management (Salesforce preferred) and fundraising platforms (e.g. Greater Giving, Give Smart); proven ability to quickly learn new digital tools.
- Bachelor's degree preferred or equivalent professional experience.

Compensation: This position offers an hourly rate of $28.85, with eligibility for overtime pay. FNC provides a comprehensive benefits package to support your well-being and work-life balance, including generous paid vacation, holiday, and sick leave, 80% employer-paid health insurance, and access to professional development opportunities to foster your growth.

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

FNC recognizes the impacts of institutional racism and other structural inequalities. We believe "marginalized" communities are at the center of our organization and work. As such, People of Color, people with lived experience of immigration, LGBTQ+ individuals, and people with disabilities are strongly encouraged to apply.