



## **DEVELOPMENT ASSOCIATE *JOB DESCRIPTION***

### **Organization Overview**

**FriendshipWorks'** mission is to reduce social isolation, enhance quality of life and preserve the dignity of elders in greater Boston. We accomplish this by recruiting and training volunteers of all ages and backgrounds who provide friendship, advocacy, education, assistance and emotional support to the elders we serve. Having grown from 7 staff with an annual budget of \$500K in 2013 to 20 staff with a \$1.5M budget today, we've seen significant growth and continue on a path of evolution and expansion. To learn more about the organization, please visit [www.fw4elders.org](http://www.fw4elders.org).

### **Position Overview:**

FriendshipWorks is looking for a talented and enthusiastic Development Associate to help manage and support the operations of its busy Development and Communications office. The Development Associate plays an integral role in the success of FriendshipWorks by providing fundraising, communications and administrative support to the Executive Director and Director of Development & Communications.

This position will report to the Director of Development & Communications and will handle a variety of tasks related to the procurement of the organization's philanthropic revenue objectives. The responsibilities of the Development Associate support the cultivation, solicitation and stewardship of strong donor (individual, corporate, foundation) relationships. A development professional who is well versed in donor communications, donor prospecting and cultivation, special event support, data management, report generation, and administrative/office support will thrive in this role.

### **DUTIES AND RESPONSIBILITIES:**

Responsibilities include:

- partnering with FriendshipWorks' Executive Director, Director of Development and Board of Directors to support the growth and attainment of philanthropic revenue for our mission to reduce elder isolation in Boston

- identifying, researching, cultivating, soliciting, and stewarding individual, corporate and foundation prospects capable of supporting FriendshipWorks
- supporting the implementation of all events, including receptions to introduce prospective donors to FriendshipWorks, events to thank and celebrate contributors, and signature fundraising events like the Annual Walk to End Elder Isolation and a future 40<sup>th</sup> anniversary gala (2024), along with virtual and in-person convenings
- supporting the engagement of, communication with, and recognition of corporate partners and leadership contributors
- organizing and staffing yearly phone-a-thon and thank-a-thon activities
- leading the coordination, print process and mailings of seasonal campaign and annual appeal letters
- when necessary, following up with prior donors to invite their continued support and participation
- supporting the Executive Director and Director of Development and Communication's prospect cultivation, solicitation and stewardship meetings
- tracking FriendshipWorks' monthly giving program, annual appeal programs and relaying data to Director of Development and Communications
- managing all facets of the organization's CRM (Salesforce) donor database, from processing pledges and entering demographic information and visitation reports to generating weekly fundraising reports and helping staff use data to inform management decisions
- providing general administrative support to the Executive Director and Director of Development & Communications, including scheduling, meeting preparation (space set-up, refreshments, etc.), recording meeting minutes, copying, filing, and preparing correspondences and donor/grantor thank you letters.
- basic administrative duties including post office drop-offs, bank deposits, office supply inventory and orders, and ensuring that the office maintains a professional appearance.
- Other duties as assigned by the Executive Director, Director of Operations, or the Director of Development and Communications.

This full time, non-exempt position requires fundraising knowledge, a comfort managing donor databases, as well as superb interpersonal and communication skills with both internal and external audiences. Must be comfortable in "managing up" members of senior leadership team, and imposing deadlines for deliverables.

#### **QUALIFICATIONS:**

- Must have a minimum of 3 years experience in a non-profit fundraising environment.

- Extensive experience using development databases for screening donors, tracking, reporting, lead cultivation, and prospecting required; experience with Salesforce and Wealth-X preferred
- High familiarity with Microsoft Word, PowerPoint & Excel required
- Graphic design experience a plus
- Excellent customer service, problem solving, writing and verbal communication skills required. Strong attention to detail essential.
- Ability to work independently without close supervision but at the same time providing strong accountability and ongoing progress reports to department leadership.
- Commitment to the mission of FriendshipWorks
- Must maintain confidentiality and be able to deal with highly confidential donor material without compromise.
- Must be highly organized, possess the ability to multitask, have a positive attitude, and a commitment to meeting deadlines.
- Must be a dedicated team player and comfortable working in an open, highly collaborative, diverse environment with the willingness and desire to learn and grow within the organization

Salary range: \$46,000 - \$50,000

#### **To Apply**

To apply: send a resume, cover letter, and writing sample to [jobs@fw4elders.org](mailto:jobs@fw4elders.org). Suggestions for writing sample: a thank you letter you have written to a donor; email correspondence that represents your finest stewardship efforts with a donor or funder. Please remove any specific names of persons/donors in your sample.

***FriendshipWorks is an equal opportunity employer, and we make all employment-related decisions without regard to race, color, creed, national origin, ancestry, religion, sex, sexual orientation, age, disability, genetic information, veteran's status or any other protected characteristic.***