



## **Donor Relations & Community Events Coordinator (FT)-(hybrid)**

FriendshipWorks is a Boston-based nonprofit dedicated to ending social isolation among older adults through volunteer-powered programs and intergenerational connection. With over four decades of impact, we're building a community where no one has to age alone.

### **DESCRIPTION**

#### **Position Summary:**

FriendshipWorks is seeking a creative, organized and detail-oriented individual to support key aspects of our fundraising, donor engagement and public outreach efforts. Reporting to the Director of Development & Communications, this position plays a vital role in strengthening donor relationships through timely gift processing, compelling written materials, and well-executed events. The ideal candidate combines strong administrative skills with a talent for writing and storytelling, and experience in event planning. This is a hybrid position, the expectation being that you will work 2 days per week in our offices (Downtown Boston) and 3 days remotely. Includes occasional weeknight/evening/weekend commitment.

### **KEY RESPONSIBILITIES**

- **Gift Processing & Donor Relations (20%)**
  - Accurately process and record donations, pledges, and grant awards in Salesforce (CRM system)
  - Generate timely thank you letters and tax acknowledgements; perform stewardship and outreach by phone and email to make FriendshipWorks top of mind for supporters
  - Maintain clean and accurate donor data and mailing lists
  - Record all donor visits and communication touchpoints in CRM as indicated by Executive Director
  - Perform funder/donor and prospect research upon request; suggest outreach plan or connection paths to ED and DoD
- **Proposal & Solicitation Writing (25%)**
  - Assist in drafting and editing grant proposals, reports and impact reports
  - Assist the Director of Development & Communications with writing donor solicitation letters and segmented fundraising appeals
  - Collaborate on donor-centric language for campaigns and events

- **Communications & Social Media (15%)**
  - Assist the Marketing & Communications Strategist in creating engaging content for FriendshipWorks' social media channels, newsletters, and email appeals
  - Maintain editorial calendar for development-related communications
  - Help tell the story of FriendshipWorks' impact by crafting short and long form content/storytelling and visuals
  - Assist with campaign tracking and internal reporting (KPIs and performance benchmarks)
  
- **Event Planning & Support (25%)**
  - Assist the Director of Development & Communications on all logistics for donor and community engagement events
  - Co-lead efforts for FriendshipWorks' signature fundraising gala event scheduled for June 2026. Secure sponsorships & auction items; promote and track ticket sales and guest RSVPs; work with Marketing & Communications Strategist to coordinate all digital and print promotional materials, online fundraising platforms, and guest experience materials; provide on-site support & manage event volunteers
  - Assist with follow-up and donor cultivation efforts post-event
  
- **Development Admin & Coordination (15%)**
  - Facilitate office visits / onsite meetings with donors/funders
  - Provide general clerical support for fundraising and outreach activities including coordination of in-house mailings & organizing inventory of marketing collateral and branded merchandise

## QUALIFICATIONS

- 2-3 years of experience in nonprofit development, marketing and communications, or related field
- Event planning experience with focus on attendee experience; must be comfortable and able to converse in social settings with small and large crowds
- Excellent writing, editing and organizational skills
- Proficient in donor databases (Salesforce preferred), Canva, and email platforms
- Ability to juggle multiple tasks, meet deadlines, and work collaboratively
- Passion for social connection, aging equity, and the mission of FriendshipWorks

Annual Salary Range: \$50,000 - \$53,000

Please send a resume and cover letter to [jobs@fw4elders.org](mailto:jobs@fw4elders.org) with Donor Relations & Community Events Coordinator in the subject line. No phone calls please.

*FriendshipWorks strives to create a diverse and inclusive culture where everyone feels welcome and supported. FriendshipWorks provides equal employment*

*opportunities without regard to race, color, national origin, religion or creed, gender, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities. Individuals from underrepresented groups are especially encouraged to apply.*