

Development Coordinator

FriendshipWorks is a nonprofit dedicated to ending social isolation among older adults through volunteer powered programs and intergenerational connection.

FriendshipWorks operates programs throughout Greater Boston, including the one on one programs Friendly Visiting, Friendly Helping, and Medical Escorts. FriendshipWorks also operates its MusicWorks and PetPals programs in elder buildings, assisted living and nursing homes.

The **Development Coordinator** will work closely with the Director of Development and Communications to support all aspects of FriendshipWorks' fundraising, including database management, donor engagement, events, and development administration. This is a full-time, hybrid position (two days in office, three days remote, with all staff onsite on Wednesdays) supervised by the Director of Development and Communications.

Key Responsibilities include:

- **Database Management:** Process and record all gifts and pledges in Salesforce. Maintain clean data, and track campaign KPIs and reports.
- **Donor Engagement:** Send timely thank you letters and tax receipts, and conduct ongoing donor outreach. Perform prospect research and provide strategic recommendations to leadership.
- **Fundraising and Event Support:** Assist with grant writing, as well as writing solicitations and impact reports. Coordinate logistics and post event donor cultivation for engagement events.
- **Donor Stewardship:** Work closely with the Executive Director to support donor stewardship by gathering materials, assisting with onsite meetings, and assisting with donor touchpoints.
- **Administrative Logistics:** Provide administrative support for fundraising campaigns, including coordinating in-house direct mailings and general department workflows.

Qualifications:

- 2-3 years of experience in nonprofit development, fundraising, or administration.
- Working knowledge of nonprofit special events, including event planning, logistics, and guest stewardship.
- Strong organizational and administrative skills, with a high attention to detail.

- Excellent writing and communication skills.
- Exceptional time and project management skills with a demonstrated ability to prioritize and manage multiple responsibilities and deadlines.
- Demonstrates strong initiative with a proven ability to partner effectively across teams.
- Proficiency with nonprofit CRM/database software (Salesforce preferred) and Google Suite.

Salary Range: \$52,000 to \$54,000

Please send a resume and cover letter to jobs@fw4elders.org. 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.