

# **Jewish Big Brothers Big Sisters of Greater Boston**

Development Associate

Full Time Position

## **Introduction:**

Jewish Big Brothers Big Sisters, one of the oldest mentoring organizations, is dedicated to enriching the lives of children and adults with disabilities by establishing and supporting one-to-one relationships with professionally matched, caring volunteers. Our vision is for our Little Brothers, Little Sisters and adults with disabilities to be changed for the better, forever. All of our programs are based on two guiding principles: a strong commitment to strengthening the family and the belief that one-to one mentoring can make a significant difference in individual lives.

## **Position Overview:**

Jewish Big Brothers Big Sisters of Greater Boston seeks a fundraising professional to fill the position of Development Associate in a dynamic workplace environment. The Development Associate is responsible for prospect identification, cultivation, solicitation and stewardship; coordination of direct mail campaigns and participation in event planning throughout the year and serve as an integral member of our dynamic Development Team; reporting to our Vice President of Development.

## **Primary Duties and Responsibilities:**

- Implement innovative individualized strategies for donors to maximize engagement and philanthropic giving on an annual basis.
- Identify new prospects and gain better knowledge of existing donors using online technology or product marketing vehicles to acquire additional information.
- Research potential revenue sources, analyze and prioritize potential funders and facilitate initial outreach and follow-up.
- Partner with a special events consultant and volunteer leadership to coordinate, execute and manage stewardship for fundraising events to increase revenue for existing events and identify new revenue opportunities.
- Develop and implement an alumni plan to engage past stakeholders - Big Brothers, Big Sisters, Friend 2 Friend volunteers, former Board Members and Endowment Committee members, as high level donors and resources for recruitment.
- Assist the VP of Development on the Rodman Ride for Kids in research, identification and solicitation of corporate sponsors.
- Assist VP of Development with the implementation of the overall Development Plan including integration of events, individual donors and corporate and foundation relationships.
- Assist Development Team as needed to successfully meet established goals and objectives.

### **Skills/Qualifications**

- Candidates must have a Bachelor's degree or equivalent experience, 2-3 years of experience in Development in the nonprofit environment with direct experience in face-to-face solicitation and event planning.
- The ability to represent the organization and interface with all levels of staff, volunteers, board members and donors, while maintaining tact, diplomacy and discretion.
- Strong interpersonal and customer service skills; teamwork, and excellent strategic planning skills.
- An understanding of budget development and management as part of a fundraising operation.
- Excellent verbal and written communication skills, including the ability to compose, edit, and proof correspondence and documents required.
- Attention to detail and the ability to independently organize and follow through on multiple tasks and deadlines.
- Excellent computer skills, including the Microsoft Office Suite.
- Knowledge of fundraising software, Raiser's Edge preferred.

***JBBBS** offers a dynamic working environment and a competitive compensation and benefits package that includes health, dental, life insurance, long-term disability insurance, and generous paid time off.*

EOE

### ***How to Apply:***

*Email cover letter and resume to: [susan@jbbbs.org](mailto:susan@jbbbs.org)*