



Founded 1816

CITY MISSION SOCIETY OF BOSTON

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JOB DESCRIPTION **DEVELOPMENT ASSOCIATE (Full-Time Salaried Position)**

City Mission Society (CMS) seeks a Development Associate to provide administrative support to the Executive Director and help manage the day-to-day administrative and fund development functions of City Mission Society.

City Mission Society is the oldest multi-service agency in New England, addressing the educational, economic and social needs of impoverished area residents since 1816. CMS's programs areas include homelessness prevention, youth peace leadership and social justice learning and service.

Reports to: The Executive Director

Responsibilities:

Provide administrative and project support for the following development priorities:

- Individual donor program;
- Corporate and foundation donor program.

Manage the systems and tools used to track donor and prospect information including:

- Update and data entry into the organization's fundraising database (Sage);
- Donor research;
- Analyze giving data and run reports to establish goals and benchmarks;
- Collect and track donor and prospect info such as gift history, preferences and requirements; and
- Organize and write donor and other supporter correspondence.

Provide support for the development and implementation of organizational and goal-oriented marketing materials designed to increase public awareness and communicate the organization's mission, outcomes and needs, including the following:

- Create and disseminate organization's marketing materials;
- Coordinate the implementation of donor appeals;
- Maintain quality and supply of press kits;
- Coordinate Web site updates; and
- Ensure strong organizational presence on social media, e.g. Constant Contact, Twitter and Facebook.

In collaboration with Associate Director, research and write grant applications to public and private sources in support of individual programs, across programs and for general operation support including the following:

- Write letters of inquiry and correspondence to prospective foundations and corporations;
- Update grant submission and reporting deadlines in the database;
- Maintain grant tracking materials;
- Work with staff to prepare reports for funders; and
- Assist in preparing of special reports for the Executive Director and the Board of Directors.

Provide logistical support for special events

- Secure in-kind donations and sponsorships;
- Assist with planning and implementation.

Professional Qualifications:

- Bachelor's Degree;
- 2-3 years of professional development, marketing or public relations experience preferred;
- Demonstrated interest in social justice preferred;
- Strong communication, writing and organizational skills;
- Demonstrated ability to multi-task;
- Strong attention to detail and accuracy;
- Strong computer skills and ability to learn new computer programs easily;
- Ability to work both collaboratively and independently;
- Ability to interact with diplomacy and tact amid influential individuals and diverse groups; and
- Experience in working in a multicultural setting.

Compensation:

The City Mission Society offers a competitive salary and benefits

How to Apply:

For immediate consideration, submit the following by **January 27,2012**:

- 1) letter of interest
- 2) resume
- 3) brief (1-2 pp.) writing sample

Development Associate Position

City Mission Society

14 Beacon Street, Suite 203

Boston MA 02108

or email, information@cmsboston.org

No phone calls, please.

**City Mission Society is an affirmative-action, equal-opportunity employer and encourages candidates of all backgrounds to apply for this position.
Persons of color are strongly encouraged to apply.**