

## **Grant Writer and Donor Relations Associate - Full-time**

Madison Park Development Corporation (MPDC) seeks a full-time Grant Writer and Donor Relations Associate who is a self-motivated professional with unwavering integrity and dedication. Reporting to and in partnership with the Resource Development Manager, you will support new and existing development efforts as Madison Park continues to grow. You will assist in expanding the work of resource development at MPDC through individual giving efforts, events planning, membership coordination and support for grants and contract solicitation from foundations, public agencies and corporations. You will be working primarily with the Community Action Programs that includes the following programs: Civic Engagement, Health Equity and Community Wellness, Public Safety, Youth Development, and Resident Leadership and Engagement.

### **Responsibilities:**

- Responsible for researching grants, grant writing, and grant reporting for Community Action and MPDC Programs.
- Provide support for MPDC's Community Investment Tax Credit (CITC) program by participating in the Board Fundraising committee; tracking prospective donors, planning cultivation events and providing donor stewardship
- Work with the Resource Development Manager for the organization of annual events including an annual gala in support of Hibernian Hall, as many as four receptions for Friends of Hibernian Hall, and as many as four CITC cultivation events
- Help create and execute strategies to sustain and grow a base of foundation, corporate and individual donors
- Lead efforts to sustain strong relationships with funders and cultivate new donor relationships
- Work with Community Action program staff to maintain updated information about programs and initiatives
- Manage the resource development database and hold responsibility for data entry and gift processing through Salesforce
- Participate in internal committees as needed
- Other duties as assigned and as needed

### **Qualifications:**

- College degree and minimum 2-3 years' experience in fundraising, grant writing, grant research and reporting in a non-profit setting
- Understanding of community based programs and some experience with cultivating donor relationships directly related to programming
- Clear effective knowledge of and experience utilizing Salesforce
- Solid organizational and communication skills

- Excellent writing skills
- Knowledge of Microsoft Office including Publisher
- Commitment to growing in the position
- Graphic Design experience preferred
- Experience in individual giving preferred
- Knowledge of I-Contact preferred
- Knowledge of community development, youth social programs, public health, public safety and/or community arts preferred
- Government grant writing experience/knowledge preferred

**Benefits:**

We offer competitive compensation and an extensive benefits package.

**About Us:**

Founded in 1966, Madison Park Development Corporation's mission is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. Our multifaceted approach to community building is realized through three departments: 1) real estate, which produces and preserves affordable housing for low income families; 2) community action, which builds community cohesion through health and wellness initiatives, violence prevention, civic engagement and resident leadership; and, 3) Hibernian Hall, our arts and culture department, which nurtures the arts in Roxbury by presenting high quality theatre, dance, music, film and spoken word.

Please submit your resume with salary requirements to [zoliver@madison-park.org](mailto:zoliver@madison-park.org). Fax #617-541-4900.

Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information about MPDC.