

Resource Development and Communications Associate

Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Dudley Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 35 employees working throughout various departments.

Position Description:

Reporting to the Resource Development and Communications Managers, the Associate will support resource development efforts including individual giving, membership coordination and support for grants and contract solicitation from foundations, public agencies and corporations. In addition, the position will support Communications and Marketing efforts including MPDC's social media presence, events, website, and promotional and marketing materials.

Reports to: Resource Development Manager and Communications Manager

Status: Full-time, exempt

Location: Roxbury, Massachusetts

Salary: \$55,000 - \$60,000

Responsibilities:

- Support grant research, writing and management
- Manage data for donor and funder contacts and membership and gift processing
- Manage semi-annual appeals, Giving Tuesday and one-on-one and other donor correspondence and communication
- Support maintenance of website and social media accounts
- Produce flyers, brochures and other print and electronic marketing materials
- Support Event planning and implementation for fundraising and organizational events
- Participate in internal committees as needed
- Other duties as assigned and as needed

Qualifications:

- Minimum 2-3 years' experience in fundraising, grant writing, donor cultivation and event planning
- College degree preferred

- Understanding of community based programs and some experience with cultivating donor relationships directly related to programming
- Knowledge of Microsoft Office including Excel and Publisher
- Clear effective knowledge of and experience utilizing Salesforce
- Excellent time management skills and ability to multi-task
- Some experience/knowledge of arts organizations preferred
- Knowledge of philanthropic environment (private foundations, city, state, national funders) preferred
- Knowledge of: Constant Contact, Canva, Hootsuite, Adobe Suite, Facebook, Instagram, Twitter, Eventbrite, and WordPress preferred
- Graphic design experience, preferred— Experience in designing digital & printed marketing materials preferred
- Comfortable working independently and equally as part of a small team
- Solid organizational and communication skills
- Excellent writing skills

Application Process:

Please submit your resume to hr@madison-park.org. Fax #617-541-4900. Visit our website at www.madison-park.org for more information about MPDC.