

Development & Evaluation Coordinator

About MPDC. Madison Park Development Corporation (MPDC) is a 55-year old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. Full time positions include a generous employee benefit package.

Reports to: Director, Community Action Grants and Evaluation

Position Status: Full-time, exempt

Location: Roxbury, Boston, Massachusetts

Salary: \$50,000 - \$54,000 Range

Position Description: The **Development & Evaluation Coordinator** is a member of MPDC's Community Action & Resource Development departments and, alongside the CA Director of Grants and Evaluation and Resource Development Manager, will play a key role in ensuring that MPDC's growing programs have the resources, systems and processes needed to ensure success and sustainability. As part of the Resource Development team, this individual will support successful implementation of the annual Grants/Contracts work plan, including assisting with grant writing, grant/contract reporting, and funder research and stewardship. This individual will also be an important member of the Community Action team by supporting all efforts pertaining to data collection, learning and assessment, program monitoring and outcomes evaluation for programs implemented within the Community Action department, including data entry, reporting and analysis within MPDC's Salesforce data system.

1. Resource Development - Community Action-Related

- Assist with small to mid-size Community Action department grant opportunities, along with occasional opportunities for other program areas; this will include writing grant proposals and compiling all required grant documentation, leveraging existing templates developed by Director, Community Action Grants and Evaluation.
- Includes assisting with collecting program information from program staff for grant proposals as well as required information for reporting purposes;
- Assist with donor relations and management for key Community Action funders/donors, including creating custom reports and other stewardship strategies
- Assist with development and execution of strategies to sustain and grow the base of public, foundation and corporate, and individual donor support and coordinate grant applications with program directors
- Support Director, Community Action Grants and Evaluation by researching new funders and grant opportunities for the Community Action department as well as other department and programs as necessary, particularly adult workforce development

2. Resource Development- General

- Provide up to 10-15 hours per week of administrative support to Resource Development Manager related to donor stewardship; grant research and proposal development; and fundraising campaigns, communications and events,
 - Support Resource Development Manager with maintenance of grants and individual giving records, via Excel files and Salesforce
 - Support CITC-level major giving efforts, such as campaigns and fundraising events as needed, including drafting campaign communications, tracking campaign outcomes and generating/sending CITC paperwork to donors
 - Assist with annual giving campaigns, including Giving Tuesday, annual appeal, and Friends of Hibernian Hall membership renewal and recruitment efforts
 - Conduct grant prospect research for other MPDC program and as needed, assist with grant writing efforts, which may include gathering program information, compiling required documentation, and assisting with developing proposal narratives/grant reporting

3. Evaluation

- Salesforce Database, used for both development and program data:
 - Responsible for managing data migration process and data flow into Salesforce, and out of Salesforce via reports;
 - Create custom reports and dashboards for departments and individual programs, with direction of CA Grants & Evaluation Director
 - Assist with creation of integrated forms and program surveys for Salesforce;
 - Create data infographics/visualizations as needed, in addition to Salesforce dashboards
 - May occasionally assist with training other staff on data entry into Salesforce;
- Conduct research into best practices in key Community Action program areas, as well as how funders and high performing organizations measure outcomes
- Attend required meetings and trainings regarding monitoring, evaluation, and reporting requirements, and implements required actions;
- Support analysis of both qualitative and quantitative data
- Assist with ensuring uniform data collection compliance and quality across the program team, including further honing/streamlining processes and data collection templates

4. Administrative/Other Program Support

- Collaborate with the Director of Communications & Public Affairs and CA Grants & Evaluation Director to prepare periodic publications to promote the impact of programs to key stakeholders, funders and the general public; this may include:
 - Compiling, analyzing, and summarizing program data
 - Creating data visualizations

- Assisting with writing report content
- Support and coordinate with program staff on compiling data for use in internal/external communications such as board reports, social media posts and monthly newsletters
- Attend all Community Action program meetings, including monthly department meetings and programs

Education/Qualifications:

At least 1-3 years' experience in fundraising, grant writing, program management/evaluation and/or grants management. Should have familiarity with some of the following: Greater Boston area/Massachusetts philanthropic funders; programming focused on youth/adult workforce development, health and wellness with a focus on health equity/social determinants of health, civic engagement/organizing, community violence prevention and trauma response; data collection and program assessment tools, including logic models, evaluation plans and dashboards. Demonstrated problem-solving ability, accuracy, and attention to detail.

Superior technical skills including proficiency with Microsoft Office, particularly Excel, and experience with Salesforce, other program databases and/or data visualization tools such as Tableau a plus. Excellent listening, written and verbal communication skills. Ability to work occasional evenings and weekends.

Benefits:

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; generous cost sharing for medical insurance, and much more! Some weekends and evenings required. Please submit a resume and cover letter to HR@madison-park.org

Visit our website at www.madison-park.org for more information about MPDC.