

The Boston Earned Income Tax Credit (EITC) Coalition is a dynamic partnership of Boston area non-profit and community based organizations (CBOs), educational institutions, key businesses, and government agencies whose mission is to alleviate poverty in the City of Boston through free tax preparation and asset building strategies. The Coalition's Development Coordinator position presents a wonderful opportunity for someone who has honed their fundraising skills or possesses an entrepreneurial spirit to work along side a talented staff at a burgeoning organization that has experienced exponential growth while making a difference in lives of thousands of Boston's low-income families and individuals.

The Coalition has brought \$50 million in tax refunds to Boston's low-income residents through free community based tax preparation since 2001. The EITC provides low-income workers with money that can help them pay for necessities or begin to save for the future. It is widely regarded as the nation's most successful anti-poverty program. The Coalition's scope of services has grown to offer tax prep in seven languages coupled with credit advising and health care and food stamp enrollment.

Working closely with the Coalition Director, the Development Coordinator will contribute to a fundraising effort including foundation and corporate support, prospect research, the development of solicitation strategies and participation in direct major donor solicitations. The Development Coordinator is a full-time (average of 35 hrs/week) contract position.

**The responsibilities of the Development Coordinator include:**

Foundation/corporation fundraising and annual fund campaign:

- Research potential foundation and corporate funding sources
- Write: Grant proposals, budgets, concept papers and other necessary documents
- Maintain and improve fundraising infrastructure including: foundation submission/research tracking spreadsheet, foundation submission work plan, contact tracking spreadsheet, and communication log, and filing system.
- With the Coalition Director, cultivate and maintain relationships
- In collaboration with a consultant, develop the Coalition's first annual fund campaign

Organizational development and relationship building

- Play a lead role in decisions relating to fundraising and organizational strategy
- Assist in programmatic and organizational development
- Prepare for, attend, and record notes for meetings with foundation representatives
- Produce income reports reconciling funds received and expenses.

**Essential skills and qualifications include:**

- A Bachelor's degree, or equivalent work experience
- Minimum of one years+ experience in fundraising for nonprofit institutions, or applicable educational experience.
- A gift for communicating in a clear and compelling fashion, an ability to communicate complex issues concisely, and adapt writing style as appropriate
- Ability to work with numbers and manage finances; an understanding of budgeting is helpful
- Ability to manage several projects simultaneously under deadline pressure
- Exceptional organizational skills
- Solid computer skills; intermediate knowledge of Microsoft Word and Excel
- Must be willing to work occasional evenings and weekends to meet deadlines
- Demonstrated commitment to social and economic justice and an eagerness to work collaboratively as part of a small, fast-growing organization

If you are interested in the position please send a cover letter, resume, and writing sample to Lynn Sanders at: [lynn.sanders.bra@cityofboston.gov](mailto:lynn.sanders.bra@cityofboston.gov) or,

Lynn Sanders  
Development Coordinator  
Boston EITC Coalition  
43 Hawkins Street

Boston, MA 02114

Feel free to call Lynn at 617-918-5357 with questions

The Boston EITC Coalition's central staff is a component of the Mayor's office of Jobs and Community Services, a municipal agency of the City of Boston. Due to this, a successful candidate for the Development Coordinator position must be a resident of the City of Boston.