



Responsible for designing, implementing, and coordinating a comprehensive donor relations and stewardship system that promotes interaction with and recognition of individual donors, corporations and foundations.

Essential Job Functions

- Develop and manage strategies to strengthen long-term relationships with donors
- Devise and use consistent, accurate, and appropriate information-sharing mechanisms for stewarding prospects and donors.
- Assist development staff in establishing and coordinating individualized stewardship plans for all categories of donors.
- Work with internal stakeholders to develop and implement prospect strategies, shape, and finalize gift proposals, and produce timely and meaningful individual stewardship plans.
- Oversee the proper acknowledgement of donations by drafting thank-you letters, greeting cards, memos, newsletters, reports, and the identification of timely touch points.
- Develop and assess policies and procedures that are essential for a comprehensive donor relations programs
- Support the creation of timely and meaningful impact and outcomes with qualitative and quantitative reporting to donors.
- Collaborate with the Marketing & Communications team to develop content aimed at public recognition of donors

Knowledge, Skills & Abilities

- Minimum of 5 years' experience in fundraising related activities or an equivalent client-focused environment.
- Prior donor stewardship and database management experience preferred
- Ability to manage multiple projects, while paying close attention to detail and accuracy.
- Ability to handle sensitive information, maintain confidentiality and to respect organizational protocol.
- Computer literacy: Windows-based software (Word, Excel, PowerPoint) and CRM systems; Salesforce a plus.

2LIFE COMMUNITIES provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age.

2Life Communities owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction



and more in planning, we expect to add another 600-700 units within the next several years as we complete projects in active planning and construction phases.

BENEFITS AND MORE

We offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Paid vacation
- Paid holidays
- 2 floating holidays
- Pet insurance
- And more!

The above statements intend to describe the general nature and level of work performed by people assigned to do this job. The above does not intend to be an exhaustive list of all responsibilities and duties required.

We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.