

Philanthropy Associate Job Posting

CAMBRIDGE, MA

Just-A-Start is a community development corporation dedicated to promoting equity by creating access to stable housing and building pathways to economic opportunity. We build and preserve affordable housing, offer education and workforce training, and provide housing resources and services to low-to moderate-income people in Cambridge and nearby communities.

We are looking for an energetic, creative, and mission-oriented professional to join our team. Working collaboratively with the Resource Development team (Director of Philanthropy, Communications Manager, and Philanthropy Partnerships Coordinator) and program staff, the Philanthropy Associate conducts various strategies including direct mail, online giving, and direct solicitation to raise funds and build a philanthropic culture.

The Philanthropy Associate supports annual fundraising activities and operations including gift processing, database management, donor relations, and logistic support. This position will have plenty of learning and growth opportunities as the organization positions itself for a capital campaign.

REQUIREMENTS:

- One to two years of fundraising or related experience required, with relevant and transferrable skills such as customer relations and project management.
- Excellent organizational, written and oral communication skills.
- Creative, attention to details, and goal-driven.
- Technology Skills: proficient with Microsoft Office, including PowerPoint, Word and Excel.
- Experience in CRM, Salesforce preferred.
- Ability to work within and contribute to a diverse and inclusive culture.

Starting salary \$45,000 - \$60,000. In addition to a competitive salary, JAS offers excellent benefits, including medical, dental, PTO, VTO, 13 paid holidays and 401k with 3% employer contribution

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. We value diversity and work together to create an inclusive culture where people from all backgrounds can thrive and belong. Applications from women and people of color are strongly encouraged. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, genetics or any other characteristic protected by law.

[Click here to apply!](#)