POSITION AVAILABLE
Resource Development Specialist

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a 43-year-old community-based organization with the mission of transforming lives and amplifying the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We develop affordable housing and manage an 670-unit portfolio. We carry out community organizing and leadership development to support the efforts of low-income people to pursue the changes they desire. We provide free, bilingual (Spanish/English) asset-building services and affordable, high-quality childcare to more than 800 families a year from all over Boston.

JPNDC seeks an energetic fundraising professional to build and cultivate JPNDC’s pool of supporters. A principal area of work will be to advance a $2.5 million capital campaign to create a Prosperity Center, allowing us to dramatically improve and expand our ability to provide economic mobility services that build the long-term financial security of low-income families. The Resource Development Specialist will also manage the organization’s social media and, in coordination with the Fundraising & Communications Director, assist with grantwriting and communications activities. The ideal candidate will be a person eager to strengthen their development career while advancing the causes of economic and racial equity.

Responsibilities

- Manage multiple aspects of JPNDC’s $2.5 million Prosperity Center capital campaign
  - With Capital Campaign Committee, plan and carry out cultivation and fundraising activities
  - Track donor and prospect communication including outreach and follow-up
  - Create letters, emails, and newsletters for donors and prospective donors
  - Maintain donor information in SalesForce
  - Solicit sponsorships from corporate prospects

- Manage JPNDC social media

- Serve as point person for volunteer engagement
  - In coordination with colleagues, organize periodic volunteer activities
  - Maintain communication with volunteers

- In coordination with Fundraising & Communications Director, assist with other tasks as needed including grant proposals, collateral, website content and e-newsletters

Qualifications

- At least three years’ experience and demonstrated success in donor cultivation and stewardship
- Excellent writing and editing skills
- People- and community-focused; ability to engage people from a wide array of backgrounds
• Donor database management experience
• Track record of working under pressure and meeting deadlines consistently
• Commitment to JPNDC’s mission; passion for economic and racial equity
• Ability to work some evenings and occasional weekends

**Employment Terms/Compensation:** This is a full-time, salaried position with generous benefit package. Salary range $65,000-$75,000.

**Email cover letter and resume to:** sswenson@jpndc.org

**No phone calls please.** Position open until filled.

**JPNDC is an Affirmative Action/Equal Opportunity Employer**