



JOB TITLE: Development & Communications Associate

DEPARTMENT: Resource Development

REPORTS TO: Director of Resource Development

STATUS: Full-Time

Grade: 3

Organizational Background

Urban Edge is one of Boston's leading community development corporations. For more than 50 years, we've worked to build affordable housing and vibrant, prosperous neighborhoods. Located at the intersection of Boston's Latin Quarter and the historic Black neighborhood of Jackson Square, we develop sustainable housing options, prevent displacement, and empower residents through financial counseling, homeownership education, and community engagement – advancing economic justice and long-term neighborhood stability.

Our roots trace back to a time when redlining, real estate speculation, and the displacement of low-income families were tearing at the fabric of Boston communities. At this time, determined resident opposition succeeded in halting the extension of I-95 through the city, but the landscape was left with the scars of cleared land. That's when community leaders and activists from diverse racial and economic backgrounds came together and founded our organization on the "urban edge" of town. We focused our efforts on putting abandoned and condemned buildings back into use by acquiring and renovating them, and then acting as a nonprofit broker, to help first-time homebuyers access stable, affordable housing.

Today, Urban Edge is a team of 35 staff with an impressive portfolio of more than 1,500 affordable housing units and an array of programs that help maintain vibrant and affordable neighborhoods where our families can thrive.

Summary

Urban Edge seeks a motivated and detail-oriented Development & Communications Associate to support our fundraising and communications efforts. This position works closely with the Director of Resource Development to assist with grant and event support, manage donor records, coordinate communications, and help tell the story of our impact across digital channels.

Ideal for an early-career professional with 1–3 years of experience or a recent college graduate eager to learn, this role offers an opportunity to gain hands-on experience in nonprofit fundraising, marketing, and donor relations.

Key Responsibilities:

Marketing & Communications Support

- Help maintain Urban Edge's social media accounts (content planning, posting, engagement).
- Support regular updates to the website and email newsletters (MailChimp).
- Assist in collecting and drafting resident/client success stories.
- Help plan and execute fundraising events.

Fundraising & Donor Relations

- Maintain accurate donor records in Salesforce.



- Process donations, generate acknowledgment letters, and support mailings.
- Assist with donor communications and annual appeals.
- Support production of fundraising collateral and materials.

Grants & Prospect Research

- Conduct research on prospective funders.
- Help track grant deadlines and reporting schedules.
- Assist with compiling attachments and background for grant submissions.

Data & Administrative Support

- Generate basic reports from Salesforce to support fundraising tracking.
- Organize digital files and development-related materials.
- Support internal coordination for fundraising-related projects.

Qualifications

Required:

- High School Diploma or equivalent work experience
- 1-3 years of experience in a professional setting (preferably nonprofit or public sector)
- Strong organizational and written communication skills
- Proficiency in Microsoft Office and social media platforms

Preferred:

- College degree or equivalent work experience
- Experience with Salesforce, MailChimp, or WordPress
- Demonstrated interest in affordable housing, community building, or economic justice.

Application Process:

- Please forward resume and cover letter to careers@urbanedge.org. You may also mail to: "Careers" at Urban Edge at 1542 Columbus Avenue, Roxbury, MA 02119.
- Applications without a cover letter will not be considered.
- The hiring salary range is \$46,500 - \$57,000 depending on experience. Urban Edge offers generous benefits.

Additional Information:

- Employment is contingent on a CORI background check. All candidates must have legal authorization to work in the U.S.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
