## JOB OPPORTUNITY: DEVELOPMENT ASSOCIATE
### *The Chelsea Collaborative*

**The Chelsea Collaborative is a community-based nonprofit organization which empowers residents of Chelsea, Mass. to enhance the social and economic health of the community and its people; and to hold institutional decision makers accountable to the community.** The Chelsea Collaborative is the only Latino-led organization in Chelsea. We implement a collection of community initiatives – developed and led by residents – to address persistent issues of inequity, which negatively impact the well-being of Chelsea residents, particularly those most vulnerable among us such as children, immigrants, and refugees. Our initiatives meet the basic needs of Chelsea residents, foster leadership and citizenship among newcomers, develop the next generation of leaders, respond effectively to crises, and create systemic change that increases equity and justice for years to come. We work with our community through direct services and case management in the short-term, and through community organizing targeting systems of power that perpetuate inequity in the long-term.

## Position Summary

The Development Associate assists our small, entrepreneurial Development Team to secure new resources and raise awareness of the Collaborative's impact. This is a full-time position reporting to the Director of Development and working closely with the Executive Director, COO, and Operations Manager in Chelsea. It is an excellent opportunity for an individual interested in learning about nonprofit development, including grant writing, fundraising, communications, data and evaluation, and other administrative tasks at the heart of a successful nonprofit organization.

**Specific duties include but are not limited to:**
- Ensure accuracy and consistency of grant and funder info in the Chelsea Collaborative's development database
- Process gifts and update donor records as needed
- Prepare fundraising proposals and reports for submission
- Manage a calendar of upcoming deadlines for grants, reports, and other items
- Write and edit proposals, funder reports, and other correspondence with donors
- Manage grant submissions through online web portals, email, or mail
- Assist with prospect research to identify and pursue new funding sources
- Maintain accurate and updated electronic and paper files

- Send timely thank you notes and other correspondence to donors and others
- Support implementation of annual communications plan through email blasts, website updates, print newsletters and social media
- Support with special events such as our annual gala and funder site visits
- Attend fundraising trainings and funder information sessions
- Communicate with program staff to share information to and from the development department
- Provide regular progress reports for the leadership team and Board of Directors
- Other tasks as assigned

**Qualifications**
- Two or more years of experience in nonprofit development
- Bachelor's degree or equivalent experience
- Superb organizational skills and detail-orientation with demonstrated interpersonal, oral, and written communication skills
- Experience working in a diverse community
- Demonstrated commitment to social justice issues and equity
- Strong work ethic with comfort in a small, fast-paced, team-orientated work environment
- Must be technology savvy, with proficiency in Microsoft Office Suite; website editing applications; social media and email marketing platforms
- Familiarity with donor management systems
- Knowledge of or relationship to Chelsea, preferred
- Multi-lingual and multi-cultural, preferred

**Salary**
The Chelsea Collaborative offers a competitive salary and benefits package for full-time employees. Starting salary will be commensurate with experience and track record of success.

**To Apply**
Send cover letter, resume, references and one-page writing sample via email to:

Katherine McInerney
katherinem@chelseacollab.org

*The Chelsea Collaborative is an Equal Opportunity and Affirmative Action Employer*