



Fundraising & Communications Specialist

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is one of the most impactful and respected community development corporations in the United States. Founded in 1977 to reverse disinvestment in one neighborhood, JPNDC is today a citywide leader in helping Boston families overcome barriers to economic mobility and intergenerational asset-building. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system.

JPNDC provides free, bilingual (Spanish/English) asset-building services and affordable, high-quality childcare to more than 800 families a year from all over Boston. We develop affordable housing and manage an 718-unit portfolio. We carry out community organizing and leadership development to support the efforts of low-income people to pursue the changes they desire.

JPNDC seeks an energetic fundraising professional to build and cultivate our pool of supporters. A principal area of work will be to complete a \$2.66 million capital campaign to create a Prosperity Center (now at 87%), allowing us to dramatically improve and expand our ability to provide economic mobility services. The Fundraising & Communications Specialist will also manage the organization's social media and, in coordination with the Fundraising & Communications Director, assist with grant writing, communications, and marketing activities.

The ideal candidate will be a person eager to strengthen their development and marketing career, while advancing the causes of economic and racial equity.

Responsibilities

- Manage multiple aspects of JPNDC's \$2.66 million capital campaign to build the Center for Equity and Prosperity
 - Support Director of Fundraising and Communications to plan and carry out cultivation and fundraising activities to reach the campaign goal
 - Track donor and prospect communication including outreach and follow-up
 - Create letters, emails, and newsletters for donors and prospective donors
- Create ongoing fundraising and stewardship plan for post-campaign efforts, focused on retaining capital donors and securing new operational donors
- Maintain donor information in Salesforce and facilitate organization-wide use of database
- Manage event planning efforts:
 - Oversee organization of community event to celebrate JPNDC's 45th Anniversary and the Center for Equity and Prosperity groundbreaking in September 2022. Lead sponsor outreach and serve as main point of contact with event consultant around logistics, marketing, event program, and execution



- Collaborate with real estate and organizing team to organize and execute additional events throughout the year
- Manage JPNDC social media
- In coordination with Fundraising & Communications Director, assist with other tasks as needed including grant proposals, collateral, community signage, and e-newsletters
- Serve as main point of contact for website redesign and ensure content is updated regularly moving forward

Qualifications

- 3+ 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
- Passion for racial and economic 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