



## Senior Fundraising & Communications Specialist

Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 47 years of community organizing and resident leadership. We seek to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by racial and economic inequities. We build affordable housing that allows people to thrive, provide economic prosperity services that help people build on their strengths, and organize people to pursue the changes they desire.

JPNDC seeks an energetic fundraising professional to build and cultivate our pool of individual, foundation, and corporate supporters. The ideal candidate will be a person eager to advance their development career to an executive level, while using their skills in the advancement of economic and racial equity. This position has growth potential.

### Responsibilities

- Managing JPNDC social media
- Maintaining donor information in SalesForce
- Interviewing JPNDC residents, program participants, and volunteers and creation of posts for “People of JPNDC”
- Coordinating JPNDC’s annual meeting, donor cultivation event, and working with other staff and teams on public events
- Writing persuasive grant proposals, letters of interest, reports, and fundraising appeals
- Updating and managing website
- Creating newsletters, signage, brochures, flyers, and other collateral
- Participation in JPNDC staff activities

### Qualifications

- Excellent writing, editing and verbal communication skills
- 3+ years’ experience and demonstrated success in donor cultivation and stewardship
- People- and community-focused; ability to engage people from a wide array of backgrounds
- Dedication to learning and growing on the job
- Database management experience
- Track record of working under pressure and meeting deadlines consistently
- Passion for racial and economic equity
- Ability to work occasional evenings and 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](mailto:sswenson@jpndc.org)

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

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