



<b>Job Title:</b>	Development Coordinator
<b>Position Type:</b>	Full time
<b>Salary Range:</b>	50k – 62k

**Location:** Woburn, Massachusetts

**Organization:** NAMI Massachusetts

**Organization Description:** The National Alliance on Mental Illness of Massachusetts (NAMI Mass) is a statewide, nonprofit grassroots education, support, and advocacy organization dedicated to improving the lives of those affected by mental health conditions. Founded in 1982, our mission is to seek to improve the quality of life for people living with mental health conditions, their families, and their caregivers. We work to ensure that all people impacted by a mental health condition receive the support they need when they need it. We use our voices as people and families with lived experience to challenge discrimination and advocate for a more equitable and just world.

**Position Summary:** The Development Coordinator at NAMI Massachusetts is responsible for supporting the organization's fundraising and development initiatives. They play a critical role in researching, maintaining, and expanding relationships with donors, sponsors, and volunteers, as well as ensuring the smooth operation of fundraising events and campaigns. They support the development function through data integrity, system operations, and coordinated marketing efforts. Development is responsible for generating the revenue that permits NAMI Mass to conduct its courses, support groups and advocacy work.

**Job Duties and Responsibilities:**

- **Donor Cultivation and Relationship Management:**
  - Assists in donor identification, cultivation, and stewardship.
  - Provides research, materials and support for prospect/donor meetings and related activities.
  - Responsible for ensuring acknowledgment letters go out in a timely manner, and optimally within 24 hours of gifts received by mail and ensure that e-mails are accurate for digital online giving.
  - Responds to donor questions by phone or e-mail within 24 hours.
  - Supports creation of direct mail lists for annual and monthly donors.
- **Fundraising Events:**

- Coordinate logistics for fundraising events, including venue selection, vendor management, and participant registration.
- Collaborate with the marketing team to promote events and attract sponsors.
- Provide on-site support during events to ensure a seamless experience for participants.
- **Grant Management:**
  - Research and identify potential grant opportunities.
  - Prepare and submit grant applications and reports.
  - Maintain a grant calendar to ensure timely submissions and reporting.
- **Campaign Support:**
  - Assist in the planning and execution of fundraising campaigns, including online and offline efforts.
  - Collaborate with various teams to create fundraising materials and communication strategies.
- **Database Management and Administration:**
  - Responsible for maintaining donor drive and donor perfect (fundraising databases) through meticulous record-keeping and personalized donor communications.
  - Maintains and updates donor, prospect, and grant records in the NAMI Mass fundraising databases, especially ensuring the filing of documents such as donor gift agreements, estate bequest letters from lawyers, and scans, and uploading them to donor records.
  - Generates fundraising reports and analyzes data to analyze campaign performance, gifts, and grants and assists in the presentation of those reports to other NAMI Mass team members.
  - Manages fundraising databases integrations such as wealth screening, Constant Contact e-mail platforms, and other online integrations.
  - Ensures the website is up to date, in addition to working with CFO in uploading current compliance documents (Form 990) onto the said site, alongside Charity Navigator, etc.
  - Serves as a point person on the distribution of tax receipts for charitable contributions.
- **Compliance and Ethics:**
  - Ensure compliance with all fundraising regulations and ethical standards.
  - Maintain confidentiality of donor and fundraising information.

**Qualifications:**

- Bachelor's degree in related field preferred.
- 1-3 years of work experience in fundraising, project coordination, or communications in either a business or nonprofit organization preferred.
- Knowledge and demonstrated expertise in a Customer Relations Management system, with a preference for experience with donor relations software products such as Donor Perfect.

- Ability to work collaboratively in a team and independently.
- Awareness, understanding, and/or connection to mental health and NAMI Mass' mission.

**Skills:**

- Strong organizational, time management and project management skills.
- Excellent written and verbal communication skills.
- Impeccable attention to detail.
- Ability to work effectively with individuals from diverse backgrounds.
- Self-motivated and able to work independently or collaboratively.
- Proficient in research methodologies.
- Results-oriented with a commitment to accountability.
- Demonstrated expertise with Microsoft 365 Office products – especially Word, Excel, Outlook, PowerPoint and SharePoint.
- Possess a valid driver's license, with access to a reliable vehicle.

**Competencies:**

- Results-driven and accountable for outcomes.
- Self-reflective, continuously learning with a growth mindset.
- Adept at giving and receiving constructive feedback.
- Cultivates positivity, professionalism, and maintains professional boundaries.
- Strong team player who collaborates effectively across organizational settings.
- Committed to diversity, equity, and inclusion with awareness of personal cultural impact on the work.

**To Apply:**

Please send an email to [careers@namimass.org](mailto:careers@namimass.org) with your cover letter and resume. Applications will be taken on a rolling basis.

*NAMI Mass does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*