



Job Title:	Development & Events Coordinator
Position Type:	Full Time, Non-exempt
Compensation:	\$50,000-62,000/year
Supervisor:	Director of Development
Requirements:	Driver's License, Some evenings and weekends
Work Location:	Woburn, MA with up to 2 days remote work

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 people with mental health conditions and their families. Founded in 1982, NAMI Mass is the state's voice on mental health issues.

Our mission is 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:

Database Management and Administration:

- Responsible for maintaining Donor Drive and Donor Perfect (fundraising databases) through meticulous record-keeping.

- 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, grants and assists in the presentation of those reports to other NAMI Mass team members.
- Serves as a point person on the distribution of tax receipts for charitable contributions and ensuring acknowledgement letters go out in a timely manner.
- Perform regular reconciliation with Finance.

Event Support:

- Support with volunteer management, in-kind solicitation, and sponsorship fulfillment for NAMIWalks Massachusetts, one of the top 10 NAMIWalks in the country.
- Respond to donor and volunteer questions by phone or e-mail within 24 hours.
- Provides technical and administrative support for events including agendas, managing timelines and activities, tracking and coordination of guest lists, invitation mailings and follow up correspondence
- Provide on-site support during events to ensure a seamless experience for participants.

Donor Relations:

- Assists in donor identification, cultivation, and stewardship.
- Supports Director of Development with grant management including prospecting, editing, and maintaining a grant calendar to ensure timely submissions and reporting.
- Provides research, materials and support for prospect/donor meetings and related activities.

Compliance and Ethics:

- Ensure compliance with all fundraising regulations and ethical standards.
- Maintain confidentiality of donor and fundraising information.

Qualifications:

Education and Experience

- 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.
- 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.
- Results-oriented with a commitment to accountability.

- Demonstrated expertise with Microsoft 365 Office products – especially Word, Excel, Outlook, PowerPoint and SharePoint.

Working Conditions and Expectations

- Working conditions are consistent with an office environment. One must be able to operate a computer for most of the workday with appropriate rest periods.
- A valid driver's license, good driving record, and access to a reliable vehicle are necessary.
- Some nights and weekends necessary including NAMI Walks event, typically on a weekend in May

To Apply:

Please send a PDF cover letter and resume to careers@namimass.org. We will consider applications on a rolling basis, until the position is filled.

NAMI Massachusetts is committed to building a diverse workforce and welcomes people of all cultures, races, identities, and experiences. NAMI Mass does not and shall 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.