



December 15, 2022

**Development Associate
ADMINISTRATION UNIT**

Greater Boston Legal Services (GBLS) is an Affirmative Action / Equal Opportunity / Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

Organization: Greater Boston Legal Services is a social and economic justice-driven organization dedicated to ensuring that all residents of the Greater Boston area are able to meet their basic needs for safety, shelter, and stability. GBLS uses the law to positively change the lives of thousands of low-income clients and their families annually, and to achieve groundbreaking outcomes that challenge the systems that keep people in poverty.

Position: The Development Associate (Associate) is a hands-on position that will support and contribute to all aspects of growth for GBLS' Development Department. The position is suited for a quick learner who can strategically assist with increasing GBLS' visibility, impact, and financial resources. The Associate will contribute to GBLS' mission by creating capacity to build and strengthen relationships with donors, partners, and the community. The Associate will report to the Chief Development Officer, and work closely with all members of the Development Department, as well as others within the organization. The ideal candidate has a strong commitment to social justice and is interested in impacting racial and economic justice in our community.

Key responsibilities:

- Help build internal processes and systems that streamline GBLS' donor cultivation, stewardship, and grants management activities;
- Maintain donor database, ensuring data accuracy and system integrity. Serve as point-person for database management and upkeep;
- Process timely gift acknowledgement letters for all fundraising efforts. Manage gift processing activities and assist with financial reconciliations;
- Assist in the production and distribution of appeals, newsletters, and other communication pieces, and assists with campaigns, special events, and special projects;
- Assist with preparation of grant applications, related grant correspondence, and reports;
- Coordinate and provide support for fundraising and special events (i.e. maintain guest lists, prepare registration materials, interface with vendors, coordinate with event committees, and other duties as assigned);
- Assist with creation and production of collateral materials;
- Provide general administrative support to the department, and other duties as assigned.

Core competencies:

- Strong personal work ethic and ability to organize time, manage diverse activities, and meet critical deadlines with minimal supervision;
- Solid writing, editing, and proof-reading skills and very detail-oriented;
- Demonstrated ability to be trusted with sensitive information and conduct daily activities with professionalism and integrity;
- Strong interpersonal skills and an ability to work collaboratively with a dynamic team;
- Remains calm under pressure;
- Experience with databases is strongly preferred, general comfort with technology (using computers and basic computer programs) required;
- Self-starter with demonstrated good judgment, critical thinking, flexibility, resourcefulness, and creative problem-solving abilities;
- Interested in implementing new systems and strategies to strengthen the organization.

Requirements:

- Education: Bachelor's degree or combination of education and experience
- Experience: 1 to 3 years of demonstrated experience in nonprofit fundraising department or in a relevant administrative role.
- Skills and abilities: Proficiency with MS Office software, including Word, Excel, PowerPoint, and Outlook. Familiarity and comfort with databases and/or CRM software (knowledge of Raiser's Edge or similar is a plus!).

Compensation and Benefits: The pay range for this position is \$42,000 - \$48,000.

Compensation is based on experience and a competitive public interest salary scale. Generous benefits package includes medical, dental, and life insurance; long term disability; paid holiday, vacation, and sick leave; and 403b retirement plan.

Applications: Greater Boston Legal Services thrives on our diversity and we are proud to be an equal opportunity employer. We are committed to building and maintaining a culturally diverse workplace and encourage women, persons of color, LGBTQ+ individuals, veterans, persons with disabilities, and persons from other underrepresented groups to apply. Review of applications will begin immediately and continue until the position is filled.

Applicants are encouraged to apply before January 8th, 2023. Please send a cover letter, resume, and references to: jobs@gbls.org and reference "**Development Associate**" in subject line of your email.

GBLS values diversity and encourages applicants from diverse backgrounds and experiences.