



United South End Settlements (USES) is a community-based nonprofit organization focused on improving the health, safety, education and economic security of low-income residents in and around the South End/Lower Roxbury neighborhood of Boston by leveraging multi-generational and inclusive approaches that moves people forward. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Development Operations Associate

GENERAL DESCRIPTION

USES is currently seeking a driven, passionate professional to help with all aspects the organization’s fundraising, marketing and event activities. The Development Operations Associate will report to the Development and Communications Manager and join a development staff of 3. S/he will advance the organization’s fundraising program through database management, prospect research, coordinating fundraising and special events, assisting with marketing and communications, and providing administrative support to the Vice President of Development.

QUALIFICATIONS

1. Commitment to USES’ mission
2. Proficient in the use of Microsoft Office
3. Superb written and communication skills
4. Strong organizational and time management skills
5. Excellent attention to detail with the ability to multi-task
6. Working knowledge of Wordpress and/or basic HTML
7. A working knowledge of Salesforce and/or comparable fundraising databases is a plus
8. Must be able to exercise sound judgment and confidentiality
9. Ability to work independently and as part of a team
10. Ability to work in a fast-paced environment, take initiative and be a self-starter
11. One year or more of similar experience with excellent references is a plus

RESPONSIBILITIES

Development Administration and Operations

- Maintain Salesforce database through regular data input, gift processing, donor updates and prospecting
- Generate reports to ensure USES is on track towards its goals
- Conduct prospect research and pipeline development to increase USES partnerships
- Develop profiles and meeting briefs for President & CEO and/or VP of Development
- Manage VP of Development’s calendar, scheduling and preparing meetings and site visits
- Serve as a liaison to the business office by completing daily check logs, monthly reconciliation, invoices, etc.
- Assist with the coordination of the Development Committee by maintaining meeting calendar, preparing agendas for meetings, corresponding with members

Special and Fundraising Events

- Provide logistical support of fundraising events, special events and site visits including preparing materials, coordinating schedules, identifying vendors etc.
- Assist the development team in identifying, soliciting and stewarding corporate sponsorships for USES events and for maximizing individual sponsorships and ticket purchases.
- Attend USES program events such as graduations, health fairs, and arts and culture events. Some nights and weekends will be required.

Stewardship and Donor Relations

- Coordinate annual fund appeals by preparing the mailing lists, printing, labeling, and mailing.
- Assist in preparing donor correspondence including letters, reports and relevant updates.

Marketing and Communications

- Assist with marketing and communications activities including the creation of a monthly newsletter, updating social media outlets, blog post and website with relevant information
- Build and cultivate media contacts and write and circulate press releases
- Work with program leaders to draft participant and volunteer stories

PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to finger, grasp, feel, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly
- Work requires close visual acuity
- Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply, please email resume, thoughtful cover letter, and writing sample to: humanresources@uses.org. In the subject line, please specify the position to which you are applying. No phone calls, please.