

Development Communications Coordinator

Urban League of Eastern Massachusetts
88 Warren St, Roxbury, MA 02119

Part-Time, Hybrid

\$25/hour, 20 hours per week, 1 Day/Week In-Office

Tentative Start Date: April 1, 2025

The mission of the **Urban League of Eastern Massachusetts** is to enable adults to overcome racial, social barriers, economic inequities, sexual and domestic violence to employment and economic development opportunities. For 100 years, ULEM's programs and services have given hope to participants and made a lasting, impactful statement in the community. Focusing on this overarching goal leads us to provide opportunities for every person that walks through our door to realize economic empowerment through necessary and mid-level skills training, certifications, internships, and job placements. More information on ULEM is [here](#).

Reports to: Director of Development & Marketing

Job Description

In partnership with the Director of Development & Marketing, the Development Communications Coordinator will play a critical role in supporting ULEM's fundraising and relationship-building efforts.

The Development Communications Coordinator is responsible for the following functions: managing gift transactions and reports using the donor database; supporting donor stewardship goals; assisting with preparation and follow-up throughout fundraising events; assisting with donor communications and mailings (print/digital); and supporting the Development Team on all projects.

Key Responsibilities

Responsibilities include, but are not limited to:

- **Cultivation:** Support efforts to build relationships with, manage, and steward low- to mid-level and monthly donors. Prepare and send acknowledgment letters. Implement Cultivation Calendar touchpoints for all donor levels. Coordinate and execute mailings (print and digital), including holiday cards and newsletters.
- **Acquisition:** Research and identify potential partners and donor prospects. Locate key foundation contacts and grant information. Identify fundraising opportunities for the organization, including in-kind donations, online campaigns, and special events. Implement and create mission-based, donor-centric appeals distributed through a

variety of channels, including personal contacts, direct mail, social media, and other correspondence.

- **Stewardship:** Weekly, consistent, and accurate data entry into CRM is needed to steward donor relations and provide accurate and up-to-date information and data.
- **Campaigns/Events:** Maintain fundraising campaigns using updates for external communications, generating reports for Senior Leadership and generating content for social media platforms. Prepare communications for guests before and follow-up after events. Collect content and data for projects, including impact reports, newsletters and marketing collateral as needed. Develop donor communications and assist in drafting a monthly newsletter.
- **General Development Support:** Function as point staff for gift processing and tracking. Maintain constituent records in the donor database. Ensure overall data integrity. Run reports, synthesize information, and provide updates about current and prospective donors. Liaise with the finance department to ensure accuracy in data and donation collection. Build and maintain strong relationships with donors through friendly and efficient customer service.

The Development Communications Coordinator will be a highly motivated self-starter. Bachelor's degree and/or 2+ years of work experience in the nonprofit sector is preferred but not required.

The ideal candidate for this position will possess the following qualities and attributes:

Required:

- Experience using CRM systems and donor databases and/or a quick learner.
- Bachelor's degree (completed or in-progress) in a related field.
- Strong organizational and time management skills.
- Excellent writing, editing and storytelling abilities.
- Proficiency in Microsoft Office, G Suite and social media platforms.
- Self-starter with the ability to work independently and manage multiple priorities.

Preferred:

- Experience with donor management systems (e.g., Salesforce) and email marketing tools (e.g., Constant Contact).
- Familiarity with graphic design tools (e.g., Canva, Adobe Creative Suite).
- Experience in grant writing or nonprofit communications.
- Demonstrated commitment to social justice, equity and workforce development.

This is a role for someone passionate about nonprofit development and communications. Whether you're seeking hands-on experience to jumpstart your career or an opportunity to explore the nonprofit sector, this position offers flexibility and the chance to make an

impact. With the potential to evolve into a long-term position, the Development Communications Coordinator will support ULEM's fundraising and outreach efforts, including database management, special events, communications and nonprofit administration.

Join our team and help us continue ULEM's legacy of driving equity and economic empowerment in Eastern Massachusetts. To apply, please submit your resume and a brief cover letter outlining your interest and relevant experience to vparsloe@ulem.org.