



# Cambridge Community Center

Family. History. Community.

Located in the Coast neighborhood of Cambridge between Central Square and Memorial Drive, the Cambridge Community Center is a nonprofit that has been serving the community for over 90 years.

Our mission is to promote community cooperation and unity and empower youth, individuals, and families. We do this by offering social, cultural, educational, and recreational activities.

JOB TITLE: Development Associate

DESCRIPTION: We are seeking a detail-oriented, self-motivated individual with exceptional organization skills to serve as our Development Associate. The ideal candidate is someone who is committed to advancing equity\* in society and has a demonstrated history of going above and beyond the call of duty when necessary to achieve this goal. This person should be seeking a fast-paced work environment in a growing organization, in which the ability to work both independently and as a member of a team are necessary. We prioritize hiring the "right" person more than the technical skills a candidate possesses. On-the-job training around specific skills needed to excel in this position will be provided.

\*CCC has adopted the Cambridge Nonprofit Coalition's definition of equity, which reads: "We define equity as recognizing that as a result of root causes that are historical, environmental, systemic, cultural, and political, everyone does not start at the same place – so some people will need different resources or supports to achieve the same outcome. We have a collective responsibility to work to eliminate disparities and create greater racial and economic equality."

REPORTS TO: Executive Director

HOURS: 25 hours/week; 9AM-2PM, Mon-Fri (subject to change) with additional hours possible for board meetings and events

COMPENSATION AND BENEFITS:

- \$16.84/hour
- Two weeks of sick/vacation time per year
- Health, dental, and vision insurance plan available
- Retirement plan available
- Opportunity to progress your career alongside a growing nonprofit organization

## SPECIFIC DUTIES:

### Development

- Maintain a clean and organized donor database using DonorPerfect
- Enter all donations into donor software
- Send out donation acknowledgment letters in a timely manner
- Update donor profiles, as necessary
- Research new funding opportunities to support our work through GrantStation and DonorSearch
- Assist in creating, designing, and sending out newsletters via email
- Manage bi-annual donor appeal mailings
- Assist in coordination of annual events, such as our Janet "Ms. K" Kendrick Sisters of the Center Awards Brunch and our Summer Solstice Celebration
- Maintain strategic social media presence on Facebook, Twitter, and Instagram

### Administrative Tasks

- Monitor Executive Director's email inbox
- Monitor info@cambridgecc.org email inbox
- Manage Executive Director's calendar, including scheduling meetings
- Make sure Executive Director is prepared for all meetings with necessary and helpful information
- Record and organize notes from all meetings
- Answer and direct phone calls when in the office

### Board Assistance

- Assist in preparation of quarterly board meetings
- Record, organize, and distribute quarterly board meeting minutes in a timely manner

### Office Management

- Maintain a clean and organized office station and front hallway
- Keep track of office supplies (paper, toner, envelopes, etc.) and replenish when needed
- Maintain bulletin boards (Playground and Front Hallway)

### Other

- Manage facility rentals using online rental management software
- Oversee coordination of monthly community meals program, The Coast Kitchen
- Help coordinate group volunteer projects with our corporate partners
- Schedule and organize staff events (ex. Holiday Parties, Staff Outings, Team Building Days, etc.)
- At times, our Development Associate may be asked to perform additional duties related to the administration of the Center

## TO APPLY:

Send an up-to-date resume and a cover letter that explains why YOU are the right person for THIS job to [employment@cambridgecc.org](mailto:employment@cambridgecc.org). Please use the JOB TITLE as the subject line of your email. Incomplete or irrelevant applications will not be reviewed.