Cape Cod Community College
Educational Foundation
Funding New Directions

DEVELOPMENT ASSOCIATE
Full-Time - 40 hours per week | Reports to: CEO

Organization Summary

Founded in 1983, the Cape Cod Community College Educational Foundation (CCCCEF) is a nonprofit 501c3 organization that is dedicated to advancing the mission of Cape Cod Community College by supporting students, faculty, and staff through philanthropy and endowment funding. The Foundation works to expand access to education, foster workforce development, and contribute to the success and growth of the Cape Cod region. By partnering with donors and the community, the organization plays a pivotal role in building a thriving, educated, and skilled community. Its efforts directly impact the lives of students and the future of the local area.

Position Summary

We are seeking a full-time Development Associate to provide essential administrative, operational, and fundraising support to the Foundation's development efforts, including donor stewardship, gift processing, scholarships, and events. This role plays a critical part in supporting the full moves management cycle and advancing a culture of philanthropy across campus. This position is ideal for someone who wants to build a career in fundraising and grow into higher-level development responsibilities over time.

Key Responsibilities

Donor Database & Gift Processing

- Enter gifts into DonorPerfect accurately and promptly
- Process online/credit card donations and generate reports
- Prepare and mail donor acknowledgment letters and stewardship materials using mail merge
- Support donor tracking through moves management cycle
- Maintain donor records

Scholarship Support

- Ensure accuracy of data in SmarterSelect
- Review applicants for eligibility
- Maintain scholarship criteria sheets and application documentation
- Track award decisions and assist with student and donor correspondence (printing and mailing letters)
- Update DonorPerfect to include yearly scholarship recipients

Communications & Events Support
Events may occur outside of standard business hours, including evenings and occasional weekends; flexibility to work these hours is required.

- Provide hands-on logistical and administrative support for all Foundation events, including donor cultivation events, scholarship celebrations, and special fundraising activities.
- Assist with event planning and coordination, including room reservations, vendor communication, and event timelines.

- Support event setup and breakdown, registration, check-in, and on-site donor and guest engagement.
- Prepare event-related materials such as invitations, programs, signage, name tags, and follow-up communications.
- Coordinate post-event tasks, including thank-you letters, donor acknowledgments, attendance tracking, and data entry.

Alumni Engagement & Program Development

- Work closely with the CEO to help develop and grow an alumni engagement program that supports long-term relationship-building and future philanthropy.
- Assist with maintaining accurate alumni records and engagement data to support outreach and communications.
- Support alumni communications, events, and engagement initiatives.
- Help coordinate alumni-focused events, volunteer opportunities, and stewardship activities in collaboration with campus partners.
- Track alumni participation and engagement to inform future outreach, stewardship, and fundraising strategies.

Qualifications

- Bachelor's degree strongly preferred
- 1–3 years of nonprofit administration or development experience
- Familiarity with Microsoft Office, specifically mail merge in Microsoft Word
- Strong attention to detail and commitment to accuracy
- Experience with donor databases (DonorPerfect preferred)
- Strong written and verbal communication skills
- Demonstrates professional judgment and composure in interactions with donors, students, CCCC staff, and other stakeholders
- Ability to manage multiple deadlines and work independently
- Commitment to confidentiality, accuracy, and ethical financial management; successful candidate will be required to sign a confidentiality agreement.

Benefits & Culture

- Salary commensurate with experience and will range from $60,000-$68,000.
- Full-time, benefits-eligible position with health insurance, retirement plan, paid time off, and holidays.
- Our family-first culture offers flexibility in scheduling and limited work-from-home options, balanced with clear expectations for performance, accountability, and follow-through. This is a role for someone who works hard, manages their responsibilities well, and takes ownership of their work.
- Attendance at Foundation events, including evenings and occasional weekends, is required as part of fulfilling the responsibilities of the position.
- We value staff growth and retention and are committed to supporting professional development through training, learning opportunities, and increased responsibility over time.
- You will join a collaborative, mission-driven team where contributions are recognized and there is room to grow as the Foundation continues to evolve**.**

To be considered, candidates should submit a statement of interest and resume to santon@capecod.edu. Applications will be accepted until the position is filled.

While Cape Cod Community College Educational Foundation strives for a diverse mix of candidates, employment decisions are made without regard to race, sex, or other protected characteristics.