



JOB DESCRIPTION • Advertised April 2026

Office & Development Coordinator

Please Note: *This is a reposting of a position with updated responsibilities and title to better reflect the scope of the role. Candidates who have already applied will be considered and do not need to reapply. This is an **onsite position** at our Hyannis office.*

The Cape Cod Times Neighbors Fund is a small, mission-driven nonprofit serving Cape Cod, Martha's Vineyard, and Nantucket residents since 1936. The Office & Development Coordinator keeps our office running smoothly while supporting donor communications and back-end fundraising efforts. This is a hands-on role with real ownership, suited to someone reliable, detail-oriented, and comfortable working independently.

Responsibilities

- Manage daily office operations, correspondence, and vendor relationships
- Maintain organizational records — contracts, insurance, subscriptions, and files
- Handle weekly bill payments and basic bookkeeping using QuickBooks
- Record minutes at Board and Executive Committee meetings
- Enter and track donor gifts; maintain database accuracy for list management
- Print and mail donor acknowledgments; support appeal mailings and campaigns
- Assist with newsletters, impact report, and other donor communications
- Provide general administrative support to program operations as needed

Qualifications

- 2+ years of administrative experience; nonprofit background a plus as is interest in fundraising/development
- Proficiency with QuickBooks (or similar), databases, Microsoft Office and Google Suites
- Strong attention to detail, able to prioritize and meet deadlines
- Confident working independently in a small, trust-based team
- Commitment to confidentiality and the Neighbors Fund mission
- Self-directed and motivated

Schedule & Benefits

- 18-22 hours/week, flexible daytime schedule — no evenings or weekends
- 401(k) match, generous paid time off, collaborative team culture
- Starting: \$20--\$22/hr

How to Apply

CCTNF is an equal opportunity employer. Email resume and cover letter to executivedirector@neighborsfund.org. No phone calls or recruiters, please.