



community development partnership

*Creating opportunities for people to live, work, and thrive on the Lower Cape*

## **Job Opportunity Development & Communications Coordinator Orleans, MA, with remote flexibility**

### **About the CDP**

The Community Development Partnership (CDP) leads the Lower Cape in supporting a diverse year-round community of people who can afford to live, work, and thrive here. To accomplish its mission, the CDP promotes, develops, and manages affordable housing; nurtures the launch and growth of small businesses; and facilitates collaboration with business, nonprofit, and government partners to benefit low- and moderate-income residents. The organization has a 30-year record of success and community-based engagement to meet the needs of residents living and working in the eight outermost towns of Cape Cod: Brewster, Chatham, Eastham, Harwich, Orleans, Provincetown, Truro, and Wellfleet.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they're based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities. We value economic, racial, and ethnic diversity and seek to foster a sense of inclusion and participation for all.

Based in Orleans, MA, the CDP has an annual budget of \$4.5 Million funded through government and foundation grants, contributions from individuals and businesses and earned revenue. A staff of twenty-one professionals is charged with delivering the organization's programs and the organization is governed by a 15-member Board of Directors comprised of business and community leaders.

Please visit [capecdp.org](https://capecdp.org) to learn more.

**Job Opening:** Development & Communications Coordinator  
**Status:** Full-time, Non-Exempt Position (37.5 hours/week)  
**Time Frame:** Review begins October 15, 2023, position open until filled

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## Opportunity

The CDP seeks a dynamic professional with logistical, organizational, and administrative experience in nonprofit resource development and communications. The **Development & Communications Coordinator** will ensure that individual and institutional giving programs, events, and communications are well run and professional. The successful candidate is responsible for administrative and strategic support in all aspects of advancement, external relations, and marketing, including board and committee relations, individual and institutional giving, events, and communications. They will provide outstanding customer service to all inquiries and requests from donors and prospects and manage data and systems related to gift acceptance and donor relations.

The position will report to the Chief Advancement Officer (CAO) and actively assist the CAO, Chief Executive Officer (CEO), and other staff to increase engagement, communicate impact, and build lasting relationships with individuals and organizations to secure philanthropic support.

**The role will receive strong mentorship and career development opportunities.**

The successful candidate will work from the CDP's office located at 260 Cranberry Highway, Orleans, Massachusetts; there is an opportunity to work remotely up to three days per week at the conclusion of a successful introductory period. This is a full-time, non-exempt position (37.5 hours/week).

## Our Ideal Candidate

Our ideal candidate will be a professional with ambition and a strong work ethic, who has experience in the non-profit or related sector. We seek an energetic, collaborative, and dependable team player, who is passionate about the work and can manage a rapid flow of work toggle between the big picture, long-term strategic priorities, and time-sensitive details. The successful candidate will be personable, creative, and self-motivated with a customer service orientation, strong writing and communication skills, excellent attention to detail, and commitment to mission-driven work.

## Specific duties will include but not necessarily be limited to:

### Annual Giving, Events, and Donor Relations (60%)

- Support the development and execution of the CDP's fundraising plan to increase annual giving and donor participation.
- Manage the month-by-month calendar for fundraising activities; collaborate with staff to support meeting preparation, information sharing, and meeting deadlines.
- Serve as main point person in the organization and implementation of the CDP's Community Investment Tax Credit (CITC) Program.
- Serve as the primary coordinator for logistics of fundraising and engagement events, including Summer Evening on the Farm, CDP Annual Meeting, and other engagement events.
- Conduct daily entry of all gifts, prepare timely acknowledgment letters, tax receipts, pledge reminders, and invoices, and reconcile financials with the Finance Team.
- Manage the constituent management database (Salesforce) related to development to ensure ongoing accuracy and integrity of data and records and to generate lists, queries, and reports for analysis.
- Implement delivery of fundraising appeals; assist with crafting messages and stories.
- Support CEO and CAO with preparation for donor visits.

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- Support moves management process; prepare prospect tracking reports, background research, and mailing lists.
- Prepare fundraising reports and materials for Board and Development Committee meetings.

### Marketing Communications (40%)

- Collaborate with the CAO and program teams to increase awareness of the CDP's programs, services, and impact.
- Maintain monthly editorial calendars highlighting messaging, audience, and segmentation for programs, events, and campaigns.
- Engage with external vendors and consultants to draft and distribute appeals, reports, collateral, and communications.
- Coordinate the creation of the CDP's monthly E-newsletter; contribute writing to features.
- Draft press releases, ads, and video content; work with vendors to execute design and creation; distribute to appropriate websites, calendars, and channels.
- Oversee social media accounts; work with contractors to communicate CDP activities and impact across all platforms.
- Work with staff to develop creative ways to reach potential clients, donors, partners, community members, etc.
- Oversee creation of CDP tabling kit, stewardship items, and promotional materials; work with designer and vendors to create items; manage use and inventory.
- Update the organization's website and coordinate upgrade efforts.

### Skills and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate the qualifications and experiences** listed below.

- A passion for the CDP's mission along with knowledge of affordable housing, small business, and community development issues on Cape Cod.
- Bachelor's degree and at least two years' experience in fundraising, event management, marketing, business development or related field.
- An understanding of nonprofit resource development.
- A valid driver's license.
- Some flexibility to work non-traditional hours and occasionally travel throughout the Lower and Outer Cape.
- A commitment to best practices, excellent attention to detail, a "can-do" mindset, and the ability to anticipate needs and organize, implement, and communicate progress and challenges.
- Ability to maintain high standards of ethics and integrity in handling sensitive and proprietary financial information.
- An understanding of visual and graphic design principles to create appealing and functional designs that make sense to and engage recipients.
- Proficiency in using social media and video-sharing platforms, e.g., Facebook, Linked In, Instagram, YouTube, etc.
- Excellent computer skills and proficiency with Microsoft Office Suite; experience with Constant Contact, Canva, and Salesforce (or comparable programs) highly preferred.
- Ability to work independently and exhibit personal agency.

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- Affirmation and support the values of cultural diversity, equity, and inclusion in all aspects of their work.

### **Compensation and Benefits**

The salary range is \$58,000-62,500 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits. The schedule will be Monday to Friday, with occasional evenings and weekends for meetings and events as necessary. The position is flexible, with the option to work up to three days per week remotely. The CDP reserves the right to change workplace policy at any time.

### **Commitment to Diversity and Equal Opportunity**

The CDP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Diversity and inclusion among our team are critical to the success of our efforts and we seek to recruit, develop, and retain talented people from a diverse candidate pool. Applications from underrepresented communities are strongly encouraged.

### **To Apply**

**Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF.** Email your application to Laura Cannata, Chief Advancement Officer, [laura@capecdp.org](mailto:laura@capecdp.org). No phone calls please.

References may be requested.

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