

## **Development Specialist**

**Date:** July 1, 2024

**Benefits Category:** Administration

**Direct Supervisor:** Executive Director

Cape Cod Children's Place helps children and families build resilience, strengths and skills so our whole Cape community can thrive through three focus areas, Family Support Services, Early Education and Care and Community Engagement.

### **Position Summary:**

The Development Specialist plays a vital role in supporting the fundraising and development efforts of Cape Cod Children's Place. This position is responsible for coordinating various aspects of fundraising and donor communication activities, including donor information management, events, and social media communications. We are looking for a person who is a detail-oriented multi-tasker who wants to contribute to positive change in our community for children and families. A self-starter who works well in a team environment with the Senior Team, staff, volunteers, and the children and families we serve.

### **Duties and Responsibilities:**

- Manage donor database: gift entry, acknowledgements, follow-up tasks, donor interactions, communications, and information accuracy.
- Coordinate annual appeals.
- Assist with planning and the operations of fundraising events including event database and payment systems.
- Coordinate marketing efforts as they intersect with donor relations and events incorporating consistent brand identity.
- Represent Cape Cod Children's Place at community and networking events.
- Support the Director of Grants in researching and writing grant proposals and reports.
- Provide administrative support as necessary for the organization including phone support, and general office tasks.
- Other duties as requested or assigned.

### **Qualifications:**

- **Education:** Bachelor's degree in Nonprofit or business Management, Communications, Marketing, or a related field preferred. Candidates who gained relevant skills and knowledge through other means, such as practical experience, self-study, or non-traditional learning paths are encouraged to apply.
- **Experience:** Previous experience in a nonprofit setting, preferably in a development or fundraising role.
- **Skills:**
  - Strong organizational and time management skills.
  - Excellent written and verbal communication skills in English, other language proficiency is an additional benefit.
  - Proficiency in Microsoft Office Suite, experience with social media platforms (for business) and donor management software (e.g., Bloomerang).
  - Ability to work independently and as part of a team.
  - Attention to detail and a high level of accuracy.
  - Basic understanding of community-centric fundraising strategies.
- **Personal Attributes:**
  - Passion for the mission of Cape Cod Children's Place.
  - Positive attitude and proactive approach to problem-solving.
  - Strong interpersonal skills and the ability to build relationships with donors, volunteers, and colleagues.
  - Flexibility and adaptability in a fast-paced environment.

### **Position Details:**

This is a 25 hour position, Monday – Friday including occasional attendance at evening and weekend events. Reliable transportation needed. This position will be based in Eastham with some flexibility for remote hours. Salary: \$25/hour