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## **Job Posting**

April 21, 2026

### **Position**

Development Associate

Schedule: 25 hours/week, with potential to grow to full-time depending on the candidate

Hourly Rate: \$28–\$32

### **About the Organization**

The Homeless Prevention Council (HPC) provides personalized case management to help individuals and families—primarily on the Lower and Outer Cape—achieve stable housing and financial security. Since 1991, HPC has served more than 55,000 people in our community.

### **Position Summary**

The Development Associate plays a key role in supporting HPC’s fundraising and communications efforts. Reporting to the Development Director, this position is ideal for a creative, organized, and detail-oriented individual who is comfortable engaging with a wide range of stakeholders.

The successful candidate will bring strong interpersonal, technical, and communication skills, along with the ability to manage multiple priorities. This role involves interacting with donors and volunteers, helping to raise awareness of HPC’s mission, and providing essential administrative support to ensure effective and timely execution of development activities.

### **Key Responsibilities**

- Support the Development team in achieving fundraising and communications goals, including annual giving, priority initiatives, and special funding opportunities
- Coordinate logistics for donor events, including timelines, guest tracking, catering, mailings, and follow-up communications
- Assist with social media and online engagement by monitoring activity and contributing to posts as directed
- Conduct donor research and help expand donor lists; support cultivation and stewardship efforts
- Respond to inquiries from prospective donors and follow up with potential development volunteers

- Provide administrative support, including calendar management, meeting agendas, note-taking, and general office tasks
- Identify and explore opportunities to grow the organization's mailing database
- Provide general support to HPC programs and activities as needed

## **Qualifications**

### **Skills and Abilities**

- Strong organizational and time-management skills
- Professional and effective communication skills across in-person, phone, email, and written formats
- Ability to work both independently and collaboratively
- Experience working with databases or similar systems
- Proficiency in Microsoft Office
- Flexibility to work occasional evenings or weekends for events

### **Education and Experience**

- Bachelor's degree preferred, or 2–3 years of relevant experience in nonprofit development, communications, marketing, sales, or a related field
- Prior office experience preferred

## **Work Environment**

In-person with opportunities for remote work after completion of the introductory phase.

## **For more information, please contact:**

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