



## Job Posting

Job Title

Development Associate	Date:5/3/17
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Department

Development	Email: Jobs@bcnc.net
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Position Summary:

BCNC seeks to hire enthusiastic, mission-driven professionals to join our dynamic organization. An ideal candidate is one who is passionate about, and dedicated to, improving the lives of families in our community. BCNC embodies a respectful, collaborative, and supportive work environment, and encourages you to apply for positions within our organization if you value a similar work culture. With an annual budget of \$5.2 million, BCNC is looking for a professional to join a dynamic development team. Reporting to the Associate Director of Development, the Development Associate is responsible for supporting the achievement of BCNC's annual and campaign fundraising goals. Responsibilities include: Data Management, Marketing & Communications, Volunteer Management, and Annual Fund. The Development Associate will also provide assistance to campaign activities.

Responsibilities:

- **Data Management:** In the Raiser's Edge database, process gifts and pledges, maintain donor records, and generate reports and data for digital and print mailings, acknowledgements, donor and prospect tracking, and analysis.
- **Marketing & Communications:** Manage digital and print communications including producing the monthly eNews, maintaining social media, and managing the creation of the annual report and print materials. Activities include gathering written content, photos, and data, writing/editing, printing, and distribution.
- **Volunteer Management:** Manage volunteers including the leaders of Bamboo Circle - BCNC's young professionals network, charity marathon runners, special events volunteers, and communications volunteers.
- **Annual Fund:** Create and manage print and digital distribution of annual appeals and microdonation campaigns. Develop stewardship communication materials for individual donors. Assist in the recurring gift program.
- Other duties as needed to support the development department including research and administrative tasks.

Skills and Experience Required:

- B.A or B.S. required
- One to two years of relevant experience
- Commitment to and understanding of BCNC's mission
- Excellent written and verbal communication skills and strong interpersonal skills
- Strong planning and organizing skills, ability to prioritize and manage multiple tasks
- Attention to details and record keeping
- Capacity to work well independently and take initiative as well as to collaborate with colleagues
- Flexibility and eagerness to learn – willing to adapt to new and evolving organizational and funding priorities
- Experience with databases, such as Raiser's Edge
- Proficiency in Windows environment and social media

**Boston Chinatown Neighborhood Center, Inc. (BCNC)**

Mailing Address: 885 Washington Street, Boston, MA 02111

Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 275 Hancock Street, Quincy, MA 02171

Phone: 617-635-5129 | Fax: 617-292-1887 | www.bcnc.net | info@bcnc.net | Federal ID: 23-7209691



**Boston Chinatown  
Neighborhood Center**  
波士頓華埠社區中心

## About BCNC

Boston Chinatown Neighborhood Center (BCNC) is the largest nonprofit social service provider dedicated to Asian families in the Greater Boston area, supporting over 2,000 children, youth, and adults each year at three locations in Boston and Quincy. The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports they need to achieve greater economic success and social well-being. BCNC helps families access the resources and services available to them, provides opportunities for them to learn and acquire skills, and creates a community of mutual support and encouragement.

BCNC is an equal opportunity employer. Resumes accepted until position is filled.

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