Job Title: Development and Communications Associate
Supervisor: Executive Director
Hours: 35 hours per week
Status: Full-time, non-union
Compensation: $45,000 annually

Organizational Overview
CAAS helps local families and individuals achieve financial security while working to eliminate the root causes of economic injustice in the City of Somerville. We provide four core services to hundreds of low-income individuals and families. These services include:

- Head Start, a free comprehensive developmental preschool for approximately 275 low-income children and their families
- Housing Advocacy Program, a wide range of services to low-income individuals at risk of homelessness each year
- Community Organizing & Advocacy, a systematic approach to engaging low-income residents in collectively pushing for social change
- Volunteer Income Tax Assistance (VITA), an effort to help reduce tax burdens for families

In addition to these core programs, the Office of the Mayor designated CAAS to oversee the Somerville Cares Fund, which dispenses grants to residents experiencing financial hardship due to COVID-19. Because of this urgent need for services, we are rapidly expanding our fundraising and philanthropy capacity to complement our primarily government-funded revenue.

Come join CAAS’ values-driven team as we build our nimble and high-performing fundraising team.

Job Description
CAAS seeks a full-time Development and Communications Associate with deep expertise in fundraising operations, donor stewardship, marketing and communications, and database management. Because we are building this department essentially from scratch, candidates with a strong entrepreneurial drive are encouraged to apply.

The Development and Communications Associate will report to the Executive Director. You will have the opportunity to further develop your project management skills, build cross-departmental collaboration, and leverage your excellent communication skills interfacing closely with the Executive Director, the Director of Development and Planning, and the Board of Directors.

This position will support all fundraising and stewardship activities related to private individual and institutional donors in order to achieve our 2020-21 goal of $1M. We welcome candidates that embrace a can-do spirit of collaboration – with no job too big or too small.
Principle Duties

Communications (25%)
- Works with the staff leadership and development teams to implement the organization’s donor and stakeholder communications program
- Serves as the lead liaison and works with representatives at contracted marketing, communications and branding agencies to implement CAAS’ messaging, including website, social media, supporter/funder updates.
- Manage CAAS’ online presence, including blog, website, donor acknowledgement and newsletter.
- Manages the production of promotional materials such as Somerville Cares Fund material, fundraising collateral and the annual report
- Coordinates all donor stewardship and gift solicitation mailings, including those customized from the ED to the organization’s most generous supporters
- Develop PowerPoint presentations, talking points, and other communications activities for internal and external purpose

Development Operations (50%)
- Manages data input, reporting and analysis of donor and prospect information in Salesforce
- Conducts data analytics to inform business decisions to ensure outstanding stewardship and fundraising practices and results
- Assists in identifying, researching and tracking viable prospects for major gift opportunities
- Handles all gift processing, acknowledgments, opportunity tracking, and pledge reminders/solicitation mailings for fundraising team.

Leadership Support (25%)
- Provides administrative support for the ED including meeting scheduling, data management and activity tracking in the database, and other duties as necessary
- Tracks the customized stewardship activities for all major donors and high priority prospects for whom the ED is the relationship manager ensuring that there is regular communication and meaningful engagement
- Supports the preparation and follow-up of ED’s donor and prospect meetings
- Supports board members’ fundraising efforts conducted in partnership with the ED
Qualifications

- Passionate about the mission and goals of CAAS
- Minimum of 3 years experience in development and fundraising
- Excellent verbal and written communications skills
- Outstanding organizational skills, follow through, attention to detail and flexibility
- Proficiency in Microsoft Office and Salesforce
- Savvy with social media platforms as well as online and print media

CAAS values diversity in its workforce and candidates from a wide variety of backgrounds are encouraged to apply.

Interested candidates should submit cover letters and resumes to: jgrogan@caasomerville.org