

Development and Communications Coordinator

Start Date: Mid-September 2022

Office Location: Cambridge, MA

Reports to: Development Director

Salary Range: \$42,000-\$45,000. Starting salary will be determined by factors including experience and readiness for the role.

Benefits: Health and dental insurance, retirement plan with 3% match, generous paid time off.

About CitySprouts

The CitySprouts mission is to cultivate curiosity and wonder for all children with hands-on science learning through urban gardening. Established in 2001, CitySprouts' in-school and out-of-school time programs currently operate in partnership with 24 Boston and Cambridge public schools. Core to our work with pre-K-8 students is equitable access to science learning and nature. Our tuition-free programs take place in and around public school gardens, making them familiar and accessible places in the neighborhood where young people live, learn and play.

The Position

CitySprouts is growing our team to build capacity for the expansion of our mission-driven programs with a new, full time Development & Communications Coordinator position. We seek a highly organized, energetic self-starter who is passionate about building equitable access to outdoor science education in our public schools. CitySprouts is entering a particularly exciting time in our history, and the coordinator will be key to helping sustain and build support for our growth.

Key Responsibilities: This individual's work will involve the implementation of a development and communications plan that increases engagement, builds community, and helps us convey the impact of our work to donors, program volunteers and stakeholders.

Grant & donor management: 50%

- Manage grants work plan and communications calendar
- Track and process donor gifts and acknowledgements in Salesforce
- Ongoing grant prospecting and research efforts
- Schedule meetings and site visits for donors and corporate groups
- Manage mailings, invoicing and acknowledgements

Media and Communications: 30%

- Manage communications platforms. Ensure CitySprouts media, website and messaging is up-to-date
- Develop content for social media channels with differentiated messaging for CitySprouts' various stakeholders
- Support volunteer recruitment
- Represent CitySprouts at community outreach events as needed

Event Planning: 10%

- Assist with event planning for fall Annual Meeting, Community events, and our annual

- spring Dig It! Event
- Oversee outreach communications, logistical details and participant tracking

General Organizational Support: 10%

- Oversee general office-related tasks
- Occasional support of Program and Operations needs

Required Qualifications

- Commitment to and interest in the CitySprouts mission
- Ability to work well individually and as part of a team
- Effective writing and editing ability with a focus on accuracy
- Effective communication and presentation skills
- Demonstrated ability to identify, collect, organize and synthesize information from various data sources
- Detail-oriented, creative, resourceful, and ready to problem solve
- High comfort level with/interest in working with technology.

Desired Qualifications

- Understanding of nonprofit fundraising activities and some database/CRM management experience (Salesforce preferred)
- Event-planning and/or Project Management experience
- Social media savvy

Education and Experience

- Experience with organizations focused on education, youth development, social justice or similar fields.
- Post-secondary work experience in fundraising and/or communications. Associate's or Bachelor's degree with one to two years of experience in the field; or equivalent work experience.

Work environment and physical requirements

This position is based in the CitySprouts office at 1035 Cambridge Street, Cambridge 02141. Schedule is M-F in the office with the potential for one day/week working remotely. Occasional weekend and evening work (no more than once per month).

Please submit a cover letter and resume to Jessica Parsons, Development Director at jparsons@citysprouts.org, with the subject line “Development and Communications Coordinator”.

CitySprouts strives to actively build a community of teachers, students and families united around public education, gardens and connecting children to the natural world. Diversity, equity, and inclusion are among the core principles that define our work, and thus we actively seek to build a team that is inclusive of diverse backgrounds, perspectives and experiences.

CitySprouts does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, or citizenship in any of its programs. It is CitySprouts' policy to maintain a safe, educational and engaging work environment free of unlawful discrimination and harassment in any form.

