



**CHILDREN'S ADVOCACY CENTER**  
*of suffolk county*

## **POSITION AVAILABLE DEVELOPMENT COORDINATOR**

### **The Opportunity:**

The Children's Advocacy Center of Suffolk County seeks a dynamic, energized, and driven development professional to join and grow with our passionate and talented team. The CAC Development Coordinator is responsible for supporting the operations and systems of the fundraising program including data entry, gift acknowledgements, grants management, logistical and administrative event support, and general team administrative support.

### **The Organization:**

The Children's Advocacy Center of Suffolk County (CAC) unites public private and community partners to promote safety, healing and justice for children exposed to violence and their families. The CAC works closely with an array of agencies to provide high quality investigations, assessments of alleged abuse; provide support and services to children and families; offer specialized training; and to prevent child abuse in our community. We strive to ensure that every child exposed to violence has access to safety and healing.

Reporting to the Chief of Development and External Affairs, the Development Coordinator will play a critical role in achieving ambitious goals for growth by working closely with the CAC's leadership team, board of trustees, staff, and partners to raise funds needed to support and expand our programming.

### **Major Responsibilities:**

#### **Donor Relations and Data Management**

- Accurate and timely data entry and management in Raiser's Edge
- Timely gift and acknowledgement processing
- Prospect research
- Generate reports and dashboards
- Pulling and vetting lists for invitations, appeals, and stewardship mailings
- Generating and preparing accurate end of year giving statements
- Preparation of donor profiles and meeting briefs for Executive Director and Chief of Development and External Affairs
- Scheduling and preparing documents for board development committee meetings and funder site visits
- Reconciliation with finance department
- Additional responsibilities as assigned.



**HEALING STARTS HERE.**

989 commonwealth avenue, boston, ma 02215 t: 617.779.2146 f: 617.779.2196 [www.suffolkcac.org](http://www.suffolkcac.org)

### **Fundraising and Stewardship Events**

- Logistical and administrative support for CAC's annual fundraising and awareness events (Step Up & Speak Out Annual Benefit and Celebration of Courage) including but not limited to managing invitation and RSVP lists and on-site registration
- Auction/In-Kind gift solicitation and coordination
- Build and maintain event and auction website
- Volunteer recruitment
- Assisting with post-event follow up and donor cultivation
- Management and support of CAC's Boston Marathon team
- Additional responsibilities as assigned.

### **Foundation Relations & Grants Management**

- Oversee grants management system
- Manage grants calendar, tracking application and reporting deadlines and requirements
- Assist in writing grants
- Submit completed applications and reports
- Acknowledge awarded gifts
- Identify new grant opportunities
- Additional responsibilities as assigned.

### **Internal & External Affairs**

- Assist in creation of social media content and e-mail campaigns
- Proof and update marketing materials
- Engage and communicate with staff regarding Development activities
- Additional responsibilities as assigned.

### **Qualifications:**

- Commitment to CAC mission and values.
- A minimum of 2-3 years fundraising or comparable experience.
- Experience with CRM system required; Blackbaud Raiser's Edge preferred.
- Demonstrated experience managing grant processes helpful.
- Grant writing experience preferred.
- Strong written and oral communication skills.
- Strong attention to detail.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and social media.
- Experience with basic graphic design helpful.
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Compensation and Benefits:**

Full time, flexible hybrid model possible.

Salary commensurate with experience in the range of \$52,000-\$55,000.  
Excellent benefits including health and dental insurance, 20 paid vacation days,  
paid holidays, accrued sick time, flexible spending account, retirement plan,  
and more.

**TO APPLY, SEND COVER LETTER AND RESUME TO:**

Kim Sebastiao, Chief of Development and External Affairs, Children's Advocacy  
Center of Suffolk County at [ksebastiao@suffolkcac.org](mailto:ksebastiao@suffolkcac.org)

NO PHONE CALLS PLEASE.

Applications will be accepted on a rolling basis until the position is filled.