

## Development Associate

### POSITION SUMMARY:

The Development Associate will work with the Executive Director and/or Deputy Director of Programs to complete the administrative work of the Cape Verdean Association of Boston (CVAB) including grant reporting, fundraising, tracking, and coordination of volunteers.

### REPORTS TO: **Executive Director and Deputy Director of Programs**

### ESSENTIAL FUNCTIONS:

- Assist the Executive Director to complete and maintain the quality of fundraising responsibilities
- Issuing annual appeals for funding to foundations
- Responsible for grant timeline tracking and the creation of grant reporting calendar
- Assist the Executive Director with grant writing and reporting
- Maintain up-to-date demographics on CVAB and Community Served
- Assist with coordination, arrangement, and facilitation of Site Visits
- Assist with the coordination, planning, and implementation Special Events
- Create marketing and public relations materials for Special Events
- Implement direct mail campaigns as needed
- Responsible for the outreach, intake, processing, placement, and support for volunteers
- Responsible for the coordination and oversight of service projects with external agencies and universities
- Responsible for implementing or coordinating program wide tracking
- Participate in community initiatives and represent program in the community
- Assure the collection and documentation of all needed program and outcome data, including attendance
- Participate in the training of own staff and in region and agency wide training programs
- Complete own program, regulatory, and agency documentation and will oversee compliance with program, agency, and regulatory documentation by staff
- Participate in region and agency meetings as required
- Represent CVAB at community and school meetings

- Other duties as needed

**QUALIFICATIONS:**

- Bachelor's Degree required
- Must have strong organizational skills
- Must have strong writing skills
- Must have experience working with adults, adolescents, and preadolescents
- Must have experience working with community resources and familiarity with community being served
- Must have language capacity to serve the specified community
- Must have strong interpersonal skills and the ability to work cooperatively within the community