



## Job Description

**JOB TITLE:** Communications & Fundraising Associate  
**DEPARTMENT:** Resource Development  
**REPORTS TO:** Director of Resource  
**STATUS:** Full-Time **GRADE:** 4

### Organizational Background

Urban Edge is a nonprofit community development organization with a mission dedicated to strengthening communities and families. Together, we build affordable housing and vibrant, prosperous neighborhoods. Located where Boston's Latin Quarter meets its historic African-American neighborhood at the crossroads of Jamaica Plain and Roxbury in Jackson Square, our goal is to foster diverse urban neighborhoods of choice populated by resilient families and sustained by community relationships.

To achieve this goal: we build quality affordable housing for low and moderate income households; we advise hardworking families on homeowner services, financial education, and student loan counseling; and we organize neighbors to become leaders of community change. In 1974, redlining, real estate speculation, and displacement of low and moderate income families were tearing at the fabric of Boston. The determined resident opposition had succeeded in halting the extension of I-95 through the City, but the landscape sustained the scars of cleared land. That's when community leaders came together and founded Urban Edge to rebuild our neighborhood on the "urban edge." Urban Edge's budget for CY18 is \$4.5M and we currently employ a staff of 29.

### Summary:

The Communications & Fundraising Associate is an outgoing, solution-oriented professional committed to helping broadcast our work to the community and raise the funds need to implement Urban Edge's real estate development, affordable housing support, and homeownership promotion services. This position requires managing multiple priorities and projects simultaneously. A high degree of professionalism and discretion is required, as it will involve working with traditional and social media, donors, Board members, and colleagues in various departments.

### Essential Duties and Responsibilities:

- Together with the Director of Resource, update and implement Urban Edge's Branding, Message, and Style Guide.
- Together with the Director of Resource, help develop an annual communications and fundraising plan to set benchmarks, guide activities, and track success.
- Help plan and execute our Annual Meeting & Celebration, including theme, venue research, permitting (if necessary), caterer selection, in-kind food/beverage solicitation, donor solicitation, and coordinating with staff for volunteer opportunities.
- Maintain a heavy social media presence for Urban Edge accounts.

- Develop and maintain relationships individual donors.
- Prepare quarterly internal staff newsletter and quarterly external stakeholder newsletter. This includes idea generation in consultation with staff, design/layout, and dissemination.
- Assist with grant proposals and reporting.
- Other activities range from coordinating e-appeals, gift acknowledgment, designing and producing an annual report, database maintenance and data entry, and providing general administrative support.

**Additional Responsibilities:**

- Attend and tweet/post relevant community events/celebrations and Urban Edge events/meetings as needed (such events sometimes occur at night and/or on the weekends).
- Act in the best interest of the organization, reflecting the values of teamwork, collaboration, and mutual respect.
- Perform other duties as assigned.

**Qualifications:**

Minimum Required Experience, Education, and Background

- Requires college degree OR a high school diploma/GED and 1-4 years of administrative experience
- Proficiency in Microsoft Office, social media, graphic design programs, and database (e.g. Salesforce) knowledge.
- Strong customer service, communication, organizational, and interpersonal skills.

Additional Preferred Experience, Education, etc.:

- 2+ years of experience in communications and/or fundraising is highly desirable.

**Application Information**

Please forward resume and cover letter to [careers@urbanedge.org](mailto:careers@urbanedge.org).

---

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

---