



## Job Description

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

### Organizational Background:

Urban Edge is a nonprofit community development organization located in Boston with a mission dedicated to strengthening communities and families. Together, we build affordable housing and vibrant, prosperous neighborhoods. We focus on economic justice through financial counseling, wealth building through homeownership education, anti-displacement through foreclosure prevention, and resident support services as we construct more affordable housing. 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.

In 1974, redlining, real estate speculation, and displacement of low-income families were tearing at the fabric of Boston communities. 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 our agency to rebuild our neighborhood on the "urban edge." To date, we have developed nearly 1,500 units of supportive, affordable housing and maintain a portfolio of 1,369 units. Urban Edge's budget for CY21 is \$5.0M, and we currently employ a staff of 30.

### Summary:

The Communications & Fundraising Officer is an outgoing, solution-oriented professional committed to helping broadcast our work to the community and raise the funds needed to implement Urban Edge's real estate development, community engagement, and homeownership promotion services. This position requires managing multiple priorities and projects simultaneously. A high degree of professionalism and discretion is needed, 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 Development & Communications, update and implement Urban Edge's Branding, Message, and Style Guide.
- Together with the Director of Resource Development & Communications, help develop an annual communication and fundraising plan.
- Together with a third-party event planner, help plan and execute our annual major fundraising event, 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.
- Sustain Urban Edge blog.
- Update the Urban Edge website regularly.
- Prepare quarterly internal staff newsletter and quarterly external stakeholder newsletter.
- Develop a mechanism to collect “success stories” from each department once a quarter.
- Advise and coordinate with department heads on developing effective messaging and creating material needs (e.g., PowerPoint presentations) as needed for their communication to Urban Edge Board/staff and external stakeholders.
- Support the individual, corporate, foundation, and public sector fundraising activities of the Director of Resource Development & Communications.
- Assist with grant proposals and reporting.
- Other activities include coordinating e-appeals, gift acknowledgment, designing and producing an annual report, database maintenance and data entry, and 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 or on the weekends).
- Act in the organization's best interest, reflecting the values of teamwork, collaboration, and mutual respect.
- Perform other duties as assigned.

**Qualifications:**

Minimum Required Experience, Education, and Background:

- College degree OR high school diploma/GED plus 2-4 years administrative or social media experience
- Proficiency in Microsoft Office, social media, and database (e.g., Salesforce) knowledge.
- Strong customer service, communication, organizational, and interpersonal skills.

Additional Preferred Experience:

- 3-5 years of experience in communications or fundraising is highly desirable.
- Familiarity with WordPress

**Application Process:**

- Please forward your resume and cover letter to [careers@urbanedge.org](mailto:careers@urbanedge.org)
- Urban Edge offers a competitive salary commensurate with experience and qualifications, plus generous benefits.

*Urban Edge seeks a diverse pool of candidates. We are committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.*