



Development Associate

Create health. Build hope. Change lives.

Are you passionate about mental health and looking to explore a career in development? Consider joining our team!

The Brookline Center for Community Mental Health is a leading provider of mental health care and social services for adults and children. Beyond delivering high quality, affordable care, the Brookline Center creates and operates nationally recognized, innovative mental health programs through partnerships with schools, community agencies, and healthcare providers in Greater Boston, across Massachusetts and, increasingly, nationwide. The Center is poised for significant strategic growth in the coming years. For those with a desire to create social change, it is an exciting time to join our team.

Learn more about our work and impact at www.brooklinecenter.org.

The Development Associate is an enthusiastic, self-starting team player and problem-solver who reports to the Chief Development Officer and collaborates across the development team, playing a key role in the success of the Center's year-round development and communications efforts. The Development Associate coordinates development operations; manages our donor database; supports communications, stewardship, events, and fundraisings; creates content for our online platforms; and is a liaison to the Board of Directors and several board sub-committees. This position provides many opportunities for networking, skill-building, and professional development.

If you are an early career development professional who thrives in a fast-paced, friendly, and collaborative environment, is scrupulously attentive to details, and possesses great communication and interpersonal skills – we would love to hear from you.

We are committed to ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender background and experiences are strongly encouraged to apply.

Your work on the team

- Ensuring that donors and supporters are meaningfully acknowledged, appreciated, and informed about their impact.
- Helping plan and execute large special events including annual gala, women's philanthropy event, Boston Marathon team, and smaller scale donor stewardship and engagement events.

- Creating content for and updating online fundraising pages, third-party platforms, website, social media, and other digital assets.
- Contributing to and coordinating communications and fundraising initiatives.
- Managing development and department operations to keep our team running smoothly.
- Maintaining the Center's donor database, including accurate gift data and donor records and generating reports.
- Processing gifts and producing acknowledgements (individual and institutional).
- Collaborating with the finance department on development accounting.
- Serving as a liaison to the Board of Directors and several board sub-committees.
- Providing support on other projects and activities as needed/assigned.

What you bring to the role

- Enthusiasm for the Brookline Center and its mission.
- Commitment to diversity, equity, and inclusion, and principles of mental health for all.
- One to two years' work experience, and a desire to learn and grow.
- Excellent communication and organizational skills, good numbers sense, and unstoppable attention to detail.
- Ability to work and communicate well with staff, donors, volunteers, and other stakeholders from diverse backgrounds.
- Fluency with Microsoft Office Suite (Excel in particular). Hootsuite, Constant Contact/Mailchimp, and Adobe/Canva experience a plus.
- Database experience (prior work with a fundraising database is a big plus).
- Desire to be a part of a fast-paced environment.
- Proven time and project management, ability to juggle multiple projects and deadlines.
- Ability to work independently, collaboratively, and reliably.
- Positive outlook and problem-solving attitude.
- Flexible work schedule (some early morning meetings/evening events).
- Bachelor's degree required.

Work Environment: Hybrid work environment with three to four days onsite at our Brookline offices and one to two days remote. Occasional work at events and other locations in and around Greater Boston.

How To Apply

Please submit your resume along with a cover letter outlining your interest and qualifications as a single PDF to lisa.leccacorvi@brooklinecenter.org. Applications without a cover letter will not be reviewed. Please include "Development Associate" in your subject line. No phone calls, please.

Benefits

In addition to rewarding work, the Brookline Center offers a competitive benefits package that includes excellent medical and dental insurance, pre-tax savings and retirement plans, and generous paid time off including vacation, holidays, and sick and personal time.

Equal Employment Opportunity

The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

