



## **Development & Communications Specialist**

### **Create health. Build hope. Change lives.**

If you care about mental health care access and are looking to pursue a development career, 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 passion for mental health, it is an exciting time to join our team.

Learn more about our work and impact at [www.brooklinecenter.org](http://www.brooklinecenter.org).

The Development & Communications Associate is an enthusiastic, self-starting team player 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 Associate coordinates development operations; manages our donor database; coordinates communications, outreach, and fundraising campaigns; and supports 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 and friendly environment, is scrupulously attentive to details, enjoys juggling multiple projects, and is equally comfortable with Excel and Canva – we would love to hear from you.

### **Your work on the team**

- Helping ensure that our supporters are appropriately acknowledged, appreciated, and informed about their impact.
- Keeping our development operations running smoothly.
- Managing the Center's donor database, including maintaining gift data and donor records, and generating financial reports.
- Processing gifts and producing donor correspondence.
- Collaborating with the finance department on development accounting.
- Updating online fundraising pages, third-party platforms, and our website.
- Coordinating donor-facing communications and fundraising campaigns.

- Creates social media and other digital assets and content.
- Helping plan large special events including annual gala, women's philanthropy event, Boston Marathon team, and smaller scale donor stewardship and engagement events.
- Responding to donor inquiries.
- Coordinating, note-taking and reporting for board and committee meetings.
- 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.
- Customer service orientation and ability to work and communicate well with staff, donors, volunteers, and other stakeholders from diverse backgrounds.
- Fluency with Microsoft Office Suite and experienced social media user. 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.

### **How To Apply**

Please submit your resume along with a thoughtful cover letter outlining your interest and qualifications as a single PDF to [Talent@brooklinecenter.org](mailto:Talent@brooklinecenter.org). Applications without a cover letter will not be reviewed. Please include "Development Associate" in your subject line. No phone calls, please.

### **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.

### **Benefits**

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, sick and personal time.