



## Development Associate

January 2022

### **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 position:**

The Development Associate is an enthusiastic 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 efforts. The Development Associate coordinates development operations, manages our donor database, and supports stewardship, grants, events, communications, and fundraising. This position provides many opportunities for 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.

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

- Ensuring that donors and supporters are meaningfully acknowledged, appreciated, and informed about their impact.
- Coordinating development and department operations to keep our team running smoothly.
- Managing the Center's donor database, maintaining accurate gift data and donor records, generating reports, and identifying areas for process improvement.
- Processing gifts and producing acknowledgments (individual and institutional).
- Helping plan and execute large special events (annual gala, women's philanthropy event, and Boston Marathon team) and fundraising campaigns.
- Supporting cultivation, solicitation, and stewardship efforts.
- Assisting with scheduling and managing committee and donor meetings.
- Maintaining grants calendar, contributing to proposal creation, and conducting prospect research.
- Creating content for and updating online fundraising pages, websites, and social media.
- Providing support as needed on other communications and fundraising initiatives.
- Collaborating with finance on development department and gift accounting.

#### **What you bring to the role:**

- Enthusiasm for the Brookline Center, its people, and its mission.
- Commitment to diversity, equity, and inclusion, and principles of mental health for all.

- At least 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.
- Proven time and project management skills, ability to juggle multiple projects and meet deadlines.
- Ability to work and communicate well with staff, donors, volunteers, and other stakeholders.
- Fluency with Microsoft Office Suite (Excel in particular). Prior experience with Constant Contact/Mailchimp, WordPress, and/or Canva.
- Prior database experience (preferably with a fundraising or other CRM database); comfortable running and trouble-shooting technology.
- Desire to be a part of a fast-paced environment and a small and mighty team.
- 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.
- Driver's license and reliable access to a vehicle preferred.

**Work Environment:** Hybrid work environment with three to four days onsite at our Brookline office and one to two days remote. Occasional work at events and other locations in and around Greater Boston as public health conditions allow.

**Equal Employment Opportunity:** 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 backgrounds and experiences are strongly encouraged to apply.

Please submit your resume and cover letter through LinkedIn or to [talent@brooklinecenter.org](mailto:talent@brooklinecenter.org).

**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.