



CODMAN SQUARE NEIGHBORHOOD DEVELOPMENT CORP

GRANT WRITER AND MAJOR DONOR CULTIVATOR

JOB AD July 2014

This position manages fund raising research and implementation of our Community Investment Tax Credit (CITC) campaign through support of major donor identification, communication and cultivation. Plan, document and follow up on CITC Campaign Committee meetings and actions. Conduct research to identify potential funding sources and major donors (individual, non-profit and corporate) and maintain databases tracking contacts with same. Plan funder/major donor events. Undertake all aspects of grant (proposal) writing, development/production, review and editing, working closely with all levels of staff on a program, departmental, agency-wide and/or special initiative basis. Packages and timely deliver proposals to funders. Develop collateral materials such as agency annual reports, newsletters, etc., in support of communication and donor identification and cultivation. Coordinate information flow with web and social media site developers. Also responsible for developing grant report tracking protocols and reporting on grants.

Bachelor's degree in related field (e.g., business/public administration/management); supplemented with two (2) years of solid grant writing and/or related major donor cultivation work experience. Excellent organizational skills, with the ability to manage multiple details and activities along with excellent verbal and written communication skills required with solid knowledge of Microsoft Office software (Word, Excel, Access). Prior relevant experience in managing major donor identification/cultivation campaigns, developing automated systems, protocols and procedures around grant writing and donor campaigns a plus. Demonstrated ability to raise funds through traditional grant writing and major donor campaigns a plus. Experience in a multi-cultural work setting and in working effectively to achieve impact in inner-city neighborhoods sought. Demonstrated experience and ability to multi-task and stay on point and meet frequent deadlines a must.

Send resumes to Executive Director, Codman Square NDC, 587 Washington St, Dorchester, MA 02124 or to tiffany@csndc.com by July 7, 2014. No phone calls please.