



CONCORD CARLISLE FOUNDATION

founded in 1947 as the Concord-Carlisle Community Chest

Marketing and Development Assistant

Location: Concord, MA

Schedule: Part-time, approximately 15-17 hours per week.

Status: Non-Exempt position

Compensation: \$23/hour

The Concord Carlisle Foundation is a community foundation that raises and distributes funds into the Concord and Carlisle communities through both operational grants to social services organizations and direct aid to individuals. This model allows us to meet immediate needs and invest in longer-term priorities. The primary areas of focus for our grants are elder services, food insecurity, domestic violence services, childcare and family services, and mental health & disabilities.

Each year, the Foundation raises close to \$750,000 from individual donors and businesses to distribute back into our communities. Our volunteer-run and rigorous grant process enables us to respond to new and urgent needs as they arise and to create the most impact possible in the long term. Since 2020, CCF has invested over \$3 million into the community, impacting thousands to individuals and families in Concord and Carlisle.

Position Summary

An integral member of the Foundation team, the Marketing and Development Assistant is responsible for supporting the Executive Director, Associate Director, and the Board of Directors in all administrative functions, events, solicitations and other fundraising activities and provides day-to-day management of the donor database. Position may include attendance at Foundation events as needed.

The ideal candidate is able to work collaboratively with staff and Board, is committed to doing high quality work, and is able to multi-task and adapt to a changing environment. As a member of a small dedicated staff, the candidate must be willing to take on a variety of responsibilities with enthusiasm, work independently and see projects through to completion. The candidate must be able to work with discretion and professionalism in the handling of sensitive donor information.

Key Responsibilities

Marketing and Events

- Support the Marketing Committee in CCF's participation in local community events, awareness raising events and fundraising events throughout the year.
- Act as liaison with town Social Worker to oversee annual Holiday Gift Drive and Backpack Drive
- Manage Volunteer Info email account
- Manage Annual Volunteer Service Awards process
- Assist with preparation of materials for events including marketing materials, nametags, signage, etc.

Development

- Enter all gifts received into Raiser's Edge (RE) database
- Confirm receipt of matching gifts, EFTs, stock gifts
- Prepare donor acknowledgement letters
- Help maintain up to date contact information in RE
- Run RE reports
- Assist with Annual Fund mailings

Grant Program

Support the management of the grantmaking process through:

- Oversight of the Foundant grant database
- Training and support of Foundant users/volunteers
- Update grant application and evaluation forms annually
- Create and run reports as needed

Operations

Support office operations by:

- Managing office equipment and vendor relationships
- Working with Bookkeeper on financial matters as related to vendors and donors
- Responding to emails from general account and group distribution lists
- Opening and sorting the mail
- General office organization and ordering office supplies
- Answering the office phone and managing messages
- Assisting with the annual audit by pulling relevant information

Qualifications

- Bachelor's Degree or equivalent, 3+ years related experience; non-profit experience a plus
- Multi-tasking ability and interest in working in a small office environment and as a team player
- Proficiency with Microsoft Office and G Suite
- Experience working with fundraising databases preferred
- Excellent verbal and written communication skills
- Tremendous attention to detail

- Excellent organizational, interpersonal, and time management skills
- Ability to work discreetly and manage confidential information
- Familiarity with the Concord and Carlisle communities a plus

For more information and to submit a resume and cover letter, please contact Ali Sullivan at asullivan@concordcarlislefoundation.org.
