



CHILDREN'S ADVOCACY CENTER
of suffolk county

We're Hiring!

DEVELOPMENT COORDINATOR

The Opportunity: [The Children's Advocacy Center of Suffolk County](#) seeks a dynamic, energized and driven development professional to join and grow with our passionate and talented team. The CAC Development Coordinator is responsible for the operations and systems that support all the development programs.

The Organization: The Children's Advocacy Center of Suffolk County (CAC) unites public private and community partners to promote safety, healing and justice for children exposed to violence and their families. The CAC works closely with an array of agencies to provide high quality investigations, assessments of alleged abuse; provide support and services to children and families; offer specialized training; and to prevent child abuse in our community. We strive to ensure that every child exposed to violence has access to safety and healing.

The Children's Advocacy Center of Suffolk County is at an exciting stage in its development and poised for expansion. Reporting to the Chief Advancement Officer, the Development Coordinator will play a critical role in achieving ambitious goals for growth by working closely with the CAC's leadership team, board of trustees, staff and partners to raise funds needed to support and expand our programming.

Major Responsibilities:

- **Donor Relations** including maintaining donor data, gift processing, donor correspondence and donor communications; generating donor reports, conducting donor research, developing profiles and

meeting briefs for Executive Director and Chief Advancement Officer, scheduling and preparing for board development committee; scheduling and preparation for meetings and site visits; and other projects, as needed.

- **Special and Fundraising Events** including supporting CAC events (Step Up & Speak Out Annual Benefit and Ginormous Climb); volunteer recruitment; identifying and soliciting sponsorships; assisting with follow up and donor cultivation post-event.
- **Foundation Relations & Grants Management** including overseeing grants management system; managing grant calendar (both application and reporting deadlines); submitting completed applications and grant reports in a timely manner and identifying new grant opportunities.
- Other duties, as required.

Qualifications:

- Commitment to CAC mission and values
- A minimum of 1-3 years fundraising or comparable experience
- Experience with CRM system; Blackbaud Raiser's Edge highly preferred
- Demonstrated experience managing grant processes, helpful
- Knowledge of Boston philanthropic community, helpful
- Proficiency with Microsoft Office (Word, Excel, Outlook) and social media
- Bachelor's degree required
- Passion for building an empowered community where all children have equitable access to safety, healing, and justice

Children's Advocacy Center of Suffolk County strives to build an organization and a community where people can bring their whole selves to work and are inspired to do their best work every day. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. We believe that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

Excellent Benefits.

To apply, please cover letter and resume with Development Coordinator in subject line to:

Heidi Daniels, Chief Advancement Officer at: hdaniels@suffolkcac.org