

YWCA Southeastern MA Job Description and Specifics

Mission: YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Position: Resource Development Assistant

Statement of Duties:

- Working under the supervision of the Director of Advocacy & Resource Development and with other staff and volunteers, the Resource Development Assistant is responsible for assisting with the YWCA's overall resource development enterprise, marketing, and communications efforts.
- Implements communication strategy and materials for maximum impact and engagement, through website, Constant Contact email, and social media platforms
- Implements engagement and fundraising strategies to enhance and grow current and prospective donors, as well as donor stewardship efforts (acknowledgements of gratitude, printed material inventory, prep materials for donor meetings).
- Collaborates with Executive Director, Director of Advocacy & Resource Development, and Board committees to engage employees, volunteers, donors, and event attendees.
- Serves as the primary lead for the eTapestry donor database, including its infrastructure, protocols, data entry systems, and reports, and ensures accuracy and timeliness of account data input for assigned accounts through the eTapestry database.
- Maintain physical donor communication materials and inventory of general development team supplies.
- Provides professional assistance and interaction with donors (via phone, computer and face-to-face).
- Provides support when acknowledging appropriate financial and in-kind donations by correspondence.
- Generates development reports from database (sponsors, major donors, individuals, lapsed donor, etc.).
- Supports Director of Advocacy & Resource Development with planning of all YWCA events and attends events

- Attends external events and engages prospective donors and members.
- Oversees YWCA members and works with Membership Committee to increase members and monthly-sustaining members.
- Provide vision, energy and passion for the YWCA's mission, values, and integrity in all aspects of the job.

Reports to: Director of Advocacy & Resource Development

Requirements:

- Accepts responsibility for implementing the Mission of the YWCA.
- Experience with social media platforms.
- Strong ability to maintain relationships through professional and responsive communication.
- Knowledge of eTapestry is preferred, but not required.
- Positive, can-do attitude and team player.
- Able to work independently.
- Highly organized and detail oriented.
- Excellent verbal and written communication skills.
- Driver's License, reliable access to a vehicle, and willingness to travel to Boston and across Southeastern MA.
- Attends and participates in meetings, conferences, and trainings as required.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

Qualifications: Bachelor's or Associate's Degree preferred

Position Status: Non-Exempt: Part Time 20 hours a week

Salary Range: \$13 - \$15 / hour

Please send resume and cover letter to Jordan Latham jlatham@ywcasema.org For questions, please contact Jordan Latham at 508-999-3255.

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

YWCA Southeastern Massachusetts
20 South Sixth Street
New Bedford, MA 02740
P 508.999.3255 F 508.999.2802
E info@ywcasema.org
www.ywcasema.org