



Are you on board?

DEVELOPMENT COORDINATOR

As a member of the development team, the Development Coordinator will carry out the administrative operations of Boston Harbor Now's fundraising department while assisting the programs team up to 25% of the time. The candidate will process timely gift acknowledgements, schedule and prepare meeting materials for internal and external meetings, process donations, and keep accurate records of gifts in the donor database. This position will also contribute up to 10 hours a week on supporting public programs.

Organizational Overview

Boston Harbor Now is a non-profit organization committed to equitable access, climate resiliency, and the Harbor's role in the health and economy of our region. As the legislated partner of the Boston Harbor Islands National and State Park and the City's partner for the Harborwalk, it encourages people to explore Boston's waterfront and Islands by promoting and hosting hundreds of free and low-cost recreational, cultural and social events. BHN partners with the City of Boston and waterfront communities to prepare for sea level rise, while promoting outstanding waterfront open space, and partners with the Mass Department of Transportation to develop and advance a Boston Harbor-wide water transportation plan for expanded ferry service. They support investment and innovation in Boston's working port to better support our 21st Century maritime economy.

BHN's vision is bold and requires a broad range of expertise, including planning, policy, business, operations, development, advocacy, communications and programming. A key part of our mission is ensuring our communities are protected from the impacts of our changing climate including sea level rise and storms. Current projects underway include: the Stone Living Lab – focused on finding nature-based solutions to sea level rise; the redevelopment of Long Wharf as a climate resilient water transportation gateway to the Harbor; development of Moakley Park, the City's largest waterfront park that will be a model for resilient park design serving some of those most in need of high quality recreation; and implementation of the Master Plan for Peddocks Island.

For more information about Boston Harbor Now, please visit: www.bostonharbornow.org

About the Position

The Development Coordinator reports to the Vice President of Philanthropy and helps achieve our annual fundraising goals. This position carries out the administrative operations of Boston

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Harbor Now's fundraising department. The ideal candidate will be highly organized, technologically savvy, an excellent communicator (verbal and written), adept problem solver, and team player with a passion for Boston Harbor. This is an exciting position in a growing and dynamic organization and an opportunity to work across all areas of fundraising.

This is a full-time position, currently working remotely and usually based in downtown Boston. They will be required to travel occasionally within the Boston Metro area and to the Boston Harbor Islands. The Development Coordinator may occasionally be required to shift their weekly schedule to work weekends or evenings.

Responsibilities

Development Support (75%)

- Produce timely donor acknowledgements
- Accurately input donations in Salesforce database, including appropriately recording the donor information, source of the gift, relevant gift details, and digital scans of documents
- Maintain a high level of data quality, including identifying potential duplicate records and updating contact information on an ongoing basis
- Assist the Vice President of Philanthropy in scheduling meetings, and assist with expenses and invoicing
- Work with the Executive Administrator to schedule the CEO and manage follow up
- Correspond with donors and potential donors while representing the organization in a professional manner
- Carry out daily mail operations including retrieving mail from the PO Box in downtown Boston
- Maintain supplies of office materials like stationery and postage stamps
- Formatting and design in Microsoft products, Canva, and MailChimp
- Assist with fundraising events by preparing letters, name badges, and event materials and assisting with registration
- Develop sponsorship recognition at programs, and collaborate with the Communications team on implementation
- Assist in creation, presentation, and follow-up of development presentations and other fundraising communications

Program Support (25%)

- Assist with planning and logistics for special events working with the Programming team
- Develop and coordinate volunteer and BHN staffing strategies for events
- Collaborate and strategize with programming team on community and access events

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- Staff public programming on select weekends and evenings (up to two weekends a month during the peak season)
- Develop program follow up messaging and communication to cultivate new prospects and donors

Other duties as assigned

Qualifications and Experience

- Training and professional experience in Salesforce Nonprofit Success Pack preferred, or experience in other donor database systems is appreciated
- Proficiency in Google Suite, including Gmail, Docs, Sheets, Drive, and Calendar, to manage appointments, document sharing, and digital collaboration
- Ability to maintain high level of donor confidentiality
- Problem solving skills and ability to present possible solutions to supervisor
- Prior fundraising experience in a job, internship, student or volunteer role a plus
- Bachelor's or Associate's degree preferred but not required. Other credentials, traditional and nontraditional, and experience considered and appreciated.

The ideal candidate:

- Is highly organized and is able to prioritize multiple tasks and establish and meet deadlines
- Continually builds technical and professional knowledge associated with job objectives
- Is a proactive problem solver
- Pays attention to detail
- Works well with people inside and outside the organization
- Believes in the mission of Boston Harbor Now

How to Apply

Please send your resume/CV and cover letter to employment@bostonharbornow.org for consideration. Please use the Subject line "Development Coordinator Application (your last name)" in your email. No phone calls please.

Benefits and Salary

The salary range is \$40,000-\$45,000 and will be commensurate with experience and include a competitive and inclusive benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(b).

About Boston Harbor Now

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Boston Harbor Now works at the intersection of people and nature to advocate for open space, public infrastructure, and private sector development that will enhance public access to the Harbor and protect the City from the impacts of climate change. We seek to activate the Harbor, reconnect it with Boston's neighborhoods, and protect water-dependent uses. And we build and broaden the constituency for the Harbor by engaging people through diverse programs -- getting them down to the waterfront and out to the Harbor Islands.

Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining people of color at all levels. We don't just accept differences - we celebrate them, we value them, we promote them, and we thrive on them for the benefit of our employees, volunteers, supporters, partners, and community. We recognize that people bring their personal histories to work and that we make better decisions when we include a wide range of experiences and opinions. Diversity refers not only to race and gender, but also to an array of human differences including: culture, ethnicity, geography, socio-economic position, ability, sexual orientation, background, perspective and more that exist in the community and are reflected in the workforce. We value using a race equity lens to manage the organization and create spaces for conversations on race and ongoing staff and board engagement and empowerment to redesign policies, practices, services and programs. Boston Harbor Now strongly believes that diversity plays an essential role in our mission, fostering innovation and creativity, attracting the best candidates to our team, and enhancing our ability to serve.

We are an equal opportunity and affirmative action employer.