



Position Description

Title: Development Associate
Reports To: Chief Development Officer

Department: Development
Status: Full-Time Exempt

Benjamin Franklin Institute of Technology (BFIT) empowers urban youth to achieve financial independence and reach their full potential through career-focused education. The college opened in 1908 in Boston's South End and continues today to help young men and women build lasting careers in high-demand technology industries.

We are seeking a Development Associate who is interested in furthering a career in non-profit fundraising as a key member of a seasoned development team.

Position Overview:

Under the supervision of the Chief Development Officer (CDO), the Development Associate fosters stronger and more productive relationships between BFIT and our individual and alumni donors. With primary focus on growing the college's annual fund, you will support the communications, stewardship, and outreach strategies for the Office of Development and Alumni Affairs. Primary responsibilities will include: donor and alumni event coordination, coordination of mass and target mailings, fulfillment of gift processing and acknowledgement, development of print and electronic communication materials including profile stories of donors and alumni. The position requires strong interpersonal skills and a strong work ethic. The ideal candidate must be self-motivated, able to manage workload independently, able to prioritize and manage several projects at the same time, and be detail-oriented. Challenges include juggling multiple responsibilities in a busy environment.

Key Responsibilities:

As member of the development team:

- Assist in the preparation, implementation, and evaluation of annual fund development plan
- Contribute to the preparation, implementation, and evaluation of online and direct mail appeals
- Identify and interview students, alumni and donors whose stories strengthen our case for support
- Assist the Chief Development Officer in the design and production of all special events, including alumni reunions and giving days
- Record and track gifts and prepare timely personalized acknowledgment letters
- Maintain individual, foundation, and corporate donor records and produce monthly performance reports
- Assist in stewardship of major donors through moves management strategic planning and conduct prospect research
- In collaboration with Development Team and IT support, develop and maintain the college's giving webpages

Qualifications:

- Bachelor's degree in marketing, communications, or a related field.
- Highly organized, flexible, and conscientious self-starter.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.

- Core computer skills in Microsoft Office, electronic communications (email, e-newsletters, social media, etc.), database management and use of applications & researching via the Internet.
- Able to manage multiple projects simultaneously and complete tasks in a timely manner.
- Comfortable working independently and as part of a team.
- Discretion, good judgment, and ability to maintain confidentiality of highly sensitive and confidential information.

Salary and Benefits:

- Mid 40's with excellent benefits package

Application Process:

Please send a cover letter and resume to

Kim Freedman

Chief Development Officer

kfreedman@bfit.edu

Benjamin Franklin Institute of Technology

41 Berkeley Street, Boston, MA 02116

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