Fund Development Associate

FamilyAid Boston, the city’s largest human service agency solely focused on ending childhood and family homelessness, is seeking a friendly, fastidious and professional Fund Development Associate to support its Development team.

Reporting to the Director of Development, the Development Associate will manage the agency’s database, write and send all donor thank you letters, and other operational functions related to securing and maintaining philanthropic support. The ideal candidate will be analytically focused, highly organized with a keen eye for detail, and be driven by a passionate interest to raise support for children and families who are experiencing or at risk of homelessness. The successful candidate will have a bachelor’s degree, experience managing donor databases and experience in fundraising events.

With a mission to empower parents facing homelessness to secure and sustain housing and build foundations for their children’s futures, FamilyAid is on a fast track to curb the region’s growing homelessness crisis. Its nationally recognized homelessness prevention, diversion, emergency shelter, and supportive affordable housing programs serve more than 2,000 children and parents each year, with more than 20,000 annual visits to its Center.

FamilyAid Boston is dynamic, friendly, and diverse where results, professional growth and work/life balance are valued. We offer competitive salaries, contribute to employees’ health, dental and retirement plans, and provide generous paid time off. The agency is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

Interested applicants should send a cover letter and resume to hr@familyaidboston.org. Applications will be reviewed on a rolling basis.