

## Mustard Seed Communities

### Development Associate

**Full-time Position based in Medfield, MA (15 miles outside of Boston)**

#### Organization Overview:

Mustard Seed Communities (MSC) is an international nonprofit organization dedicated to caring for the most vulnerable populations throughout Jamaica, Nicaragua, Dominican Republic, and Zimbabwe. Founded in 1978, MSC provides loving and lifelong care to nearly 600 children and adults with disabilities, children affected by HIV/AIDS, and young mothers in crisis. In addition, MSC manages sustainable agriculture initiatives and provides education, nutrition, and vocational training to marginalized communities. Mustard Seed Communities is a faith-based organization, inspired by the healing and caring ministry of Jesus Christ.

MSC has an annual budget of over \$4M and is growing steadily with a committed base of donors throughout the United States. Over 1,300 volunteers participate in Mustard Seed Communities' mission program each year. The mission program provides volunteers with a unique opportunity to live and work among MSC residents and staff. As a result of experiencing the work of MSC firsthand, mission volunteers often become MSC's biggest supporters and advocates. Mission volunteers play a critical role in the development and fundraising of MSC USA.

Visit [www.mustardseed.com](http://www.mustardseed.com) for more information about the organization.

#### Position Overview

The Development Associate is responsible for all aspects of gift processing including bank deposits, data entry, acknowledgements, and reporting. The Development Associate maintains the database for donors and volunteers. S/He responds to donor and volunteer inquiries and serves as the first point of contact within the office, answering the phone and greeting visitors.

The Development Associate reports to the Senior Development Associate and provides administrative support to all staff. This is an opportunity for a talented and highly organized individual seeking experience at a medium sized growing non-profit organization with an internationally focused mission.

#### Specific Responsibilities:

##### Database Administration

- Perform timely gift entry and data processing
- Manage interaction and transfer of data between two databases
- Maintain records on donors, volunteers, and prospects including gifts and pledges, correspondence, bio, research, and relationships
- Run statistical, financial, and constituent reports responsive to the needs of staff
- Maintain internal documentation (User Manual) of data practices including development of and updating of standard operating procedures

- Ensure integrity and security of the constituent database through routine maintenance
- Analyze and implement enhancements to current gift entry process to increase efficiency while maintaining internal controls

#### Donor Correspondence

- Ensure the delivery of appropriate, personalized, and timely gift acknowledgement to donors
- Generate pledge payment reminders and other routine donor communications
- Initiate email and phone correspondence with donors, volunteers, and prospects who have questions or request information
- Respond to requests regarding donor recognition and giving history
- Submit documentation to verify and secure matching gift opportunities
- Develop and maintain strong relationships with donors and volunteers
- Assist development staff in design and implementation of special occasion acknowledgements

#### Administrative

- Assist with general office operations, including answering phones, directing calls, greeting guests, filing, and maintaining office inventory
- Arrange travel, develop itineraries and schedule meetings for staff
- Develop and maintain relationships with international MSC staff
- Share office responsibilities to maintain a healthy and safe workplace
- Other duties as assigned

#### **Qualifications/Experience**

- Proficient in MS Office and ability to quickly become proficient in other software programs
- Experience working with a donor management system (Donor Perfect and Blackbaud knowledge a plus)
- Dedication to and understanding of Mustard Seed Communities' mission
- Superior interpersonal, verbal, and written communication skills
- Self-starter with strong time management, project management, and organizational skills
- Ability to balance multiple projects and varying priorities and objectives with ease
- Ability to work independently and collaboratively
- Eagerness to learn from others

To apply, please submit cover letter and resume to [careers@mustardseed.com](mailto:careers@mustardseed.com).