



Greater Lowell Community Foundation  
100 Merrimack Street, Suite 202  
Lowell, MA 01852  
[www.glcfoundation.org](http://www.glcfoundation.org)

**POSITION TITLE:           Development Associate**  
**GREATER LOWELL COMMUNITY FOUNDATION**

**REPORTS TO:** Executive Director

**LOCATION:** Lowell, Massachusetts

**STATUS:** Part-Time Employee

**ABOUT THE GREATER LOWELL COMMUNITY FOUNDATION**

The Greater Lowell Community Foundation (GLCF) is entering its seventeenth year as a charitable foundation with assets approaching \$28 million and a portfolio of 254 endowment funds. It is dedicated to expanding philanthropy across the Northern Middlesex, Greater Lowell, Nashoba Valley, and Merrimack Valley regions.

The GLCF encourages individuals, families and corporations to become effective and strategic philanthropists by helping them learn about the issues of most importance to them. By connecting them with organizations, resources and fellow donors, the GLCF addresses these issues in creative and significant ways.

Since 1998, the GLCF and its donors have awarded over \$1.3 million in scholarships to high school students, grants to strengthen the organizational capacity of nonprofit groups, and donor-advised gifts to charitable organizations. The GLCF improves the quality of life in the region by developing targeted grant and program initiatives and convening individuals and institutions to address significant issues.

**POSITION DESCRIPTION**

The GLCF seeks a community-minded and experienced development associate for fundraising to join its team. The successful applicant will have expertise in the area of scholarship funds, donor cultivation, and communication skills. Experience with scholarship and donor management software is preferred. Computer literacy and aptitude, as well as a willingness to learn, are required.

Among other duties, the Development Associate will:

**Development:**

- Assist the Executive Director in all development activities
- Research and solicit new donor prospects to grow the scholarship funds for Lowell High School
- Coordinate fundraising events for scholarship donors, including meetings, luncheons, and special events
- Organize the annual donor Thank-a-Thon
- Draft correspondence, such as donor acknowledgments, thank-you calls, memos, and emails
- Educate community groups and youth service organizations on the scholarship application process
- Form an advisory committee of current scholarship donors
- Connect with and educate Lowell High School class presidents about the scholarship program
- Work with the Deputy Director on marketing materials for scholarships, as well as on promoting the scholarship programs and donor opportunities through strategic communications
- Interview scholarship donors and compile a booklet of donor stories
- Attend at least one civic meeting per week

**Administrative:**

- Update mailing list and donor database
- Take minutes at community and GLCF committee meetings
- Manage complex calendars
- Assist in planning events, meetings, and disseminating materials
- Oversee GLCF scholarship program events



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**General:**

- File correspondence, reports, etc.
- Recruit office volunteers
- Maintain and protect confidentiality of all donor, potential donor, and GLCF information
- Provide backup to other staff

**Requirements:**

- Interest in a career track in philanthropic administration and management
- Minimum 2 years of experience with relational databases, preferably in a complex and fast-paced nonprofit organization
- Excellent verbal and written communication skills requiring diplomacy; excellent organizational skills
- Confidentiality, good judgment, and high level of professionalism in managing interactions with individuals at all levels inside and outside the organization
- Ability to work in a dynamic, high-performance environment

**Preferred:**

- Bachelor's degree with experience in development/fundraising
- Lowell High School graduate
- Team player with sense of humor and positive attitude

**Personal Characteristics:**

- Complete honesty and integrity
- Commitment to maintaining confidentiality
- Dedicated to quality and accuracy
- Demonstrates courtesy, friendliness, and consideration
- Thinks independently and creatively
- Cooperates and works well with co-workers, donors, and other clients
- Remains flexible within changing environment and demands
- Ability to work under pressure
- Exercises good judgment
- Demonstrates dependability and effective work habits
- Commitment to excellence achieved through continuous learning and improvement

**Compensation**

Salary commensurate with experience. This is a part-time, one-year position without benefits.

**To Apply**

Qualified candidates should send a résumé and cover letter to the attention of: Executive Director, GLCF, 100 Merrimack Street, Suite 202, Lowell, MA 01852-1723 or by email to: [Susan@glcfoundation.org](mailto:Susan@glcfoundation.org)

**Anticipated Hiring Date**

Late September 2014

*The Greater Lowell Community Foundation hires without regard to race, creed, color, religion, national origin, age, gender, marital status, sexual orientation, or disability.*