



## Hyde Square Task Force | Development and Communications Coordinator

**Hyde Square Task Force (HSTF)** is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston’s Latin Quarter. Founded over 30 years ago, HSTF now engages more than 600 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in

order to be successful, and that their voices and cultures are valued and celebrated in Boston’s Latin Quarter and beyond. Our work is guided by our mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position:** Development and Communications Coordinator, full-time, reporting to the Director of Development and Communications, must work out of HSTF’s Jamaica Plain office the majority of the time.

**Job Summary:** The Development and Communications Coordinator is responsible for providing critical support across HSTF’s Development and Communications Department, including gift processing and acknowledgment, fundraising events, volunteer engagement, communications, and other general support for the department. The Development and Communications Coordinator will take the lead in coordinating all aspects of the gift processing and acknowledgment process, and will support other donor cultivation activities and communications on an ongoing basis in collaboration with the Director of Development and Communications. In addition, the Development and Communications Coordinator will coordinate HSTF’s Annual *Making Change Happen Breakfast* and other smaller fundraising events as needed.

### General Fundraising

- Oversee logistics and administrative tasks related to funder site visits, donor phone calls, Resource and Development Committee meetings, and other fundraising activities.
- Support additional activities of the Board Resource and Development Committee as needed.
- Support annual appeal activities including preparing mail lists and coordinating the mailing of appeals.

### Donor Relations

- Process all donations received by HSTF on a weekly basis, including:
  - Entering donations into donor database and generating acknowledgement letters
  - Creating weekly donation spreadsheet with notes for Executive Director and Director of Development and Communications
  - Coordinating Executive Director personalization of acknowledgment letters and mailing of the letters
- Coordinate in-kind donations and manage the issuing of donor receipts, acknowledgments, value of donation (working with the finance team).
- Maintain other aspects of individual and institutional donor records in Bloomerang database, including contact information and other notes, ensuring records are accurate and up-to-date.
- Prepare Executive Director and Director of Development and Communications for strategic relationship tasks or meetings with donors.
- Track and generate donation reports as needed for the Director of Development and Communications, Executive Director, or otherwise.
- Work with the Director of Development and Communications to develop a system to track the cultivation and stewardship of individual donor relationships.
- Coordinate strategies and actions for individual donor engagement, including the Changemakers Circle, in alignment with annual department goals.
- Coordinate volunteer opportunities for corporations or other donor groups.

## **Events**

- Coordinate fundraising and related organizational events including but not limited to annual fundraising breakfast, house parties, business fundraisers, and Changemakers Circle donor receptions.
- Coordinate communications materials needed for events in collaboration with the Director of Development and Communications and Graphic Designer (invitation, e-blasts, social media, etc.).
- Track progress towards fundraising goals to date and per event including sponsorships, individual donations, and ticket sales.
- Identify challenges and opportunities related to event execution and cultivation opportunities at events.
- Support Breakfast Committee members and Board in their event-related efforts.
- Coordinate with staff, youth, and board about annual events plans, logistics, and roles as needed.

## **Communications**

- Support the execution of HTSF's communication strategy, working closely with the Director of Development and Communications.
- Create and implement customized communication strategies focused on HSTF's various key constituencies including youth, families, donors, and other community members, across various platforms including social media, organizational emails via Bloomerang, website updates, and job/event postings.
- Maintain external communications through updating HSTF's website, organizational emails via Bloomerang, social media posts, press releases, and other content.
- Design communications materials for select organizational events, programs, activities, or other general needs. Examples include event flyers, emails, program books, appeals, invitations, newsletters, annual reports, and other miscellaneous items.
- As needed, post HSTF job openings to HSTF website, Idealist, and other relevant sites.

## **Organizational Responsibilities**

- Actively contribute to the implementation of organizational strategic goals and objectives.
- Participate actively in team meetings, committees, organizational events, etc...

*The above is not an exhaustive statement of every duty and responsibility required. Other duties will be assigned.*

## **Qualifications:**

### Experience

- Experience in a nonprofit setting preferred.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Demonstrated ability to successfully work in a goal-oriented team environment.

### Skills

- Fluency in written Spanish is preferred.
- Strong oral and written communication skills.
- Strong Microsoft Excel skills.
- Strong project management, computer, and communication skills.
- Excellent organizational and time management skills.
- Ability to multitask and be flexible.

### Personal Attributes

- Values alignment with HSTF's mission, vision, and goals.
- Enthusiasm, positive sense of humor, ability to take initiative, and professionalism.
- Must be flexible, organized, reliable, responsible, collaborative, and creative.
- Self-motivated and able to work independently.
- Strong attention to detail.

### Education/Training

- Associate's Degree, preferably with 1-2 years of related experience in fundraising and/or communications.

### Other

- Successfully pass CORI and SORI background checks.
- Must be authorized to work legally in the United States.

**Salary:** \$45,000 to \$55,000 commensurate with experience. Benefits include: medical and disability insurance, parking, vacation time, personal days, paid holidays, paid week off December 24th - January 1st, sick time, 403(b) program, and a supportive work environment.

**How to apply:** Interested candidates should submit their resume and cover letter on or before January 16, 2023, to [DevelopmentCoordinator@hydesquare.org](mailto:DevelopmentCoordinator@hydesquare.org). Please include the position, Development and Communications Coordinator, in the subject line of the email. No walk-ins or phone calls please.

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.*