



# Open Position: Development Operations Coordinator

## HIGHLIGHTS

Full-Time Position

In-Person in Chelsea, MA

Salary Range: \$45,000 – \$55,000/year, with flexibility for the right candidate

The Development Operations Coordinator at La Colaborativa will work closely with the Director of Development to build and maintain a cohesive system for tracking grants and contracts, updating donor info, acknowledging donors, and meeting department-wide deadlines. There will be opportunities to practice and learn across the development field, in areas of grant writing and reporting, evaluating outcomes, and marketing and communications. The Development Operations Coordinator will ensure donor data integrity and organization; create reports that help guide department strategy and evaluation; and ensure consistency of financial records with colleagues in Finance and all Program Departments. This position offers an excellent opportunity to increase technical skills with Salesforce, a Customer Relationship Management (CRM) system that is widely used among for-profit and nonprofit companies, and advance a career in development operations within an innovative and expanding community-based organization.

### Key Duties:

- Maintain Development Department Operations Manual by updating policies, procedures, and systems for Salesforce and other development operations.
- Generate and manage all mailing lists, and coordinate mass mailings including appeals, event invitations, and holiday cards.
- Generate gift acknowledgements and send via email or mail
- Track grant, report, and major donor deadlines in Salesforce
- Maintain shared filing system between Development and Finance departments
- Work with finance and program teams to keep supporting documents for grants and contracts updated (resumes, staff bios, etc.)
- Provide administrative support to Development Director, Grants Manager, and Marketing Manager

### Education and Experience Requirements:

- 1+ years experience in administrative role
- Cultural safety and sensitivity, specifically with Latinx and immigrant communities
- Exceptional attention to detail
- Ability to meet deadlines and manage complex priorities and projects
- Proficiency in Salesforce preferred
- Excellent verbal communication
- Excellent people skills
- Integrity
- Bilingual in Spanish and English a plus

La Colaborativa is committed to diversity, equity and inclusion in hiring and it's important to us to bring members onto our team who are passionate about our mission and reflect the BIPOC, immigrant, and Spanish-speaking backgrounds of the communities we serve. If you are an interested applicant and do not check all of the boxes above, please still reach out to see if you could be a good fit for our growing team.

### To Apply:

Submit a resume to Katherine Mulkern, Director of Development: [katherinem@la-colaborativa.org](mailto:katherinem@la-colaborativa.org)