



Development Associate

Salary: \$40,000 - \$45,000

Launch your Development career with NAMI Mass!

Bring your passion for mental health advocacy and nonprofit fundraising, along with solid organizational, technical, and interpersonal skills, and you'll find a supportive team, focused mentoring, and room for growth.

About Us:

The National Alliance on Mental Illness of Massachusetts (NAMI Mass) is a statewide, nonprofit grassroots education, support, and advocacy organization dedicated to improving the lives of people diagnosed with mental health conditions and their families. Founded in 1982, NAMI Mass is the state's voice on mental health issues.

Our mission is to seek to improve the quality of life for people living with mental health conditions, their families, and their caregivers. We work to ensure that all people impacted by a mental health condition receive the support they need when they need it. We use our voices as people and families with lived experience to challenge discrimination and advocate for a more equitable and just world.

We are guided by the following principles:

- 1) NAMI Mass acknowledges that mental health conditions do not discriminate based on race, ethnicity, gender, sexual orientation, socioeconomic or disability status.
- 2) NAMI Mass views mental health as a key component of overall health and core to who we are as people. We seek to empower everyone to talk about mental health freely and without shame.
- 3) People with mental health conditions can be more vulnerable to discrimination and violations of their human rights in our current systems, including in hospitals, congregate care settings, prisons, education systems, and the workplace, and we recognize the structural inequities shaped by our laws and policies.
- 4) We believe that people experience and understand the causes of mental health challenges in several ways. NAMI Mass recognizes the right of people living with a mental health condition to determine and name these causes.
- 5) NAMI Mass believes that "recovery" or "healing" from mental health challenges is real and possible, but that each person defines what this means individually.

About the Position:

The Development Associate at NAMI Massachusetts plays a critical role in maintaining and expanding relationships with donors, sponsors, and volunteers, as well as ensuring the smooth operation of fundraising events and campaigns. You will be an integral part of the team, contributing to the overall success of our fundraising and development initiatives to further the NAMI Mass mission.

Key responsibilities include the following:

- Own the Donor Perfect database: enters gifts, maintain donor information, scan and upload documents, update email lists, create direct mail lists, manage integrations with other systems, create and produce reports, and train/advise team members on use of CRM
- Support donor identification, cultivation, and stewardship by bringing new or large donations to the attention of senior leadership
- Provide reports on department metrics, revenue, donor history, and top donor/prospect lists to senior leadership; analyze data to assess performance
- Coordinate logistics for fundraising events and provide on-site support during events
- Collaborate with other departments in creating materials, coordinating events, and supporting donor relations
- Provide administrative support for grant proposals and administration, fundraising campaigns, and fundraising presentations and reports
- Maintain grant calendar
- Assist with initial research to identify grant opportunities
- Prepare and send gift acknowledgments and thank yous
- Respond to donor questions by phone or email
- Ensure compliance with all fundraising regulations and ethical standards
- Maintain confidentiality of donor and fundraising information

About You:

Our ideal candidate will have the following qualifications:

- At least one year's experience in fundraising or nonprofit development (may include internship or volunteer work)
- Bachelor's degree in nonprofit management, business, communications, or a related field, or equivalent additional experience
- Professional or personal experience navigating the mental health system and passion for mental health advocacy and NAMI's mission
- Deep commitment to diversity, equity and inclusion and consciousness of how your own culture, race, and identity are located in and may impact this work
- Proficiency in donor databases and Microsoft Office suite
- Strong organizational and project management skills
- Excellent written and verbal communication skills
- Ability to work collaboratively in a team and independently

NAMI Mass provides a competitive pay and benefits package and a supportive environment with opportunities for growth.

To apply, email careers@namimass.org. Please include your resume and a cover letter stating why you are interested in this position and your salary expectations. Resumes with cover letters will be given priority attention.

NAMI Massachusetts is committed to building a diverse workforce and welcomes people of all cultures, races, identities, and experiences.

NAMI Mass does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Find out more about us at www.namimass.org.