



# GROUNDWORK

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## Lawrence

### Development Coordinator - June 2021

**Groundwork Lawrence (GWL)**, a 501(c)3 nonprofit organization, has been making change happen in Lawrence, Massachusetts since 1999. Through community engagement, environmental and open space improvements, fresh food access, youth education, and employment initiatives, GWL creates the building blocks of a healthy community, and empowers residents to improve their quality of life. GWL achieves results by engaging the whole community – residents, youth, nonprofits, government, and businesses – in the planning and realization of projects. With this collaborative approach, GWL ensures that all stakeholders are mutually invested in the outcomes, the key to stable neighborhoods and sustainable change.

GWL's mission and operations are premised on the understanding that environmental conditions are inextricably linked to the economic and social health of a neighborhood. Therefore, GWL is committed to *“changing places, changing lives, and changing systems”* through on-the-ground projects that help to transform local communities. GWL's mission is *“to bring about the sustained regeneration, improvement, and management of the physical environment by developing community-based partnerships which empower people, businesses, and organizations to promote environmental, economic, and social well-being.”*

#### **About the Position:**

This is a full-time exempt position and reports to the Development Director. The Development Department is responsible for raising approximately \$2.5M from private and governmental sources. The Development Coordinator helps manage a robust cycle of foundation, corporate, and government grants and identifies, researches, and pursues new funding opportunities for a growing and innovative non-profit working in Greater Lawrence.

#### **Essential Job Functions:**

- Write grant proposals, reports, and related correspondence for foundations, corporations, and governmental fundraising in a timely manner.
- Manage and maintain donor database, Raiser's Edge,
  - Input and extract data and create reports,
  - Manage database integrity and standardization for accuracy,
  - Create monthly fundraising reports and dashboards.
- Manage gift processing including processing gifts and preparing timely acknowledgements.
- With the Development Director, Development Manager, and Committee, play a key role in implementing GWL's annual Glow Gala.
- Assist with and participate in special events and other organization functions as needed.
- Assist with direct mail campaigns.
- Conduct research on applicable grants and grant-making organizations.
- Assist with development and production of fundraising collateral.
- Maintain up-to-date knowledge of GWL's programs and initiatives.
- Research and compile background materials for proposals and reports.
- Assist in collecting outcomes to measure and report on program impact.
- Other projects and tasks as assigned.

**Required Qualifications:**

- Must share the values and vision of Groundwork Lawrence.
- Bachelor's degree or professional experience in Communications, English, or GWL related field.
- Excellent writing, editing, and analytical skills.
- Strong organizational skills and attention to detail.
- Ability to identify, understand, and articulate program needs in collaboration with colleagues.
- Capacity to work in a fast-paced environment and manage multiple deadlines.
- Ability to work a flexible schedule including some nights and weekends.
- Flexibility to take on new assignments as opportunities arise.
- Ability to work both independently and as part of a team.
- Proficiency in Microsoft Office Suite.
- Experienced working in multi-cultural settings.

**Preferred Qualifications:**

- 1-2 years of full-time professional experience in development.
- Grant writing experience preferred.
- Proficiency in CRM software such as Raiser's Edge

**Compensation:** Starting salary range is \$36,000-\$42,000 commensurate with experience. Employee benefits include payment of 75% of health and dental insurance, a matched 403(b) retirement plan, fresh food benefit, and excellent paid time-off benefits. GWL provides excellent opportunities for advancement and growth within the organization. This position reports to the Development Director and is an exempt, full-time position requiring some evening and weekend hours.

**Hiring Policy:** GWL is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation/identification, or any legally protected status. **City of Lawrence residents are strongly encouraged to apply.**

**To apply:** Applications will be reviewed on a rolling basis. Please submit letter of interest describing your relevant experience and interests and your resume to: Groundwork Lawrence, Attn: Human Resources, 50 Island Street, Lawrence, MA 01840, fax: (978) 974 – 0882, or [hr@groundworklawrence.org](mailto:hr@groundworklawrence.org).

*No phone calls please. Email inquiries may be sent to [hr@groundworklawrence.org](mailto:hr@groundworklawrence.org)*