



SCI Social Capital Inc.

165M New Boston Street, Suite 233 • Woburn, MA 01801 • Phone: 781.935.2244

SCI Development Coordinator

Founded in 2002, SCI's mission is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. We envision a nation where individuals are strongly connected to their neighbors and play an active role in shaping the destiny of their communities. This increase in 'social capital' will result in communities that are safer, healthier and more vital.

SCI is seeking a Development Coordinator to implement our fundraising and related communication activities in order to generate the resources needed to sustain and expand our community building work.

Responsibilities

- Manage SCI fundraising events, including the Social Capitalist Luncheon and several smaller events. This includes coordinating host committee and engaging them in the fundraising process.
- Cultivate current and potential sponsors for SCI events and programs.
- Manage SCI individual donor program, including annual appeal, cultivation of major donors, recording of gifts and timely thank you's and report submissions.
- Coordinate development and implementation of SCI marketing activities and materials, including newsletter, video, website content updates, social media and other donor communication.
- Research and write grant proposals (2 to 3 per quarter).
- Work with the SCI President to engage the Board & Ambassadors Council in the fundraising process.
- Support marketing efforts of SCI program staff.
- Other duties as assigned.

Qualifications:

- 1 to 3 years experience as a development professional or related field. Experience with event planning, sponsorship solicitations and individual giving preferred.
- Strong organizational skills.
- Excellent written and interpersonal communication skills.
- Experience with social media, including the use of video and other visuals to drive engagement.



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- Experience using donor database software a plus; the ability to learn and utilize SCI's database is essential.
- Ability to take the lead in some donor and sponsor requests and well as supporting board and committee members who are making requests on behalf of SCI.
- Ability to manage time efficiently in order to produce needed results.

To apply, send a cover letter and resume to dcrowley@socialcapitalinc.org by Friday, January 5. Include your name and "SCI Development Applicant" in the subject line.

For more information about our organization, visit www.socialcapitalinc.org

SCI is an Equal Opportunity Employer and actively seeks a diverse applicant pool. SCI welcomes applications from people with disabilities and will make reasonable accommodations upon request.