



ACE
alternatives for
community &
environment

JOB ANNOUNCEMENT – Deadline Extended

Donor Relations Coordinator

Alternatives for Community & Environment (ACE) seeks a full-time Donor Relations Coordinator. Based in Roxbury, ACE is a non-profit environmental justice organization that builds the power of lower income communities and communities of color in New England to achieve environmental justice. We believe that everyone has the right to a healthy environment and to be decision makers in issues affecting our communities. ACE organizes residents, provides legal/technical support to community groups, develops youth leadership, and coordinates campaigns on critical environmental justice issues.

The Donor Relations Coordinator will lead ACE's efforts to maintain relationships with and raise funds from individual donors. Major responsibilities include maintaining and expanding ACE's major donor base of over 200 individuals, writing donor appeals and other correspondence, carrying out appeal and donor acquisition mailings to our membership of over 1,000, maintaining ACE's on-line giving programs (including writing e-appeals), coordinating fundraising events (including one major event annually), providing training and support to staff, Board, and volunteers in their fundraising from current and potential donors. S/he will also be responsible for the donor database, including gift processing and acknowledgments. The Coordinator will report to the Director of Development & Administration and work closely with the Membership and Communications Coordinator as part of ACE's Development/Communications team. Occasional evenings required.

Qualifications

- At least two to four years relevant experience in development.
- Proven track record in fundraising.
- Experience in donor prospecting, solicitation and stewardship.
- Exceptional verbal, writing and editing skills.
- Experience in engaging, supporting, coordinating and motivating across staff and volunteers.
- Solid computer skills (proficient in Word, Excel, internet).
- Solid database experience (ACE uses Ebase, a filemaker database)
- Experience with event planning and logistics.
- Energy and desire to fundraise for ACE's mission and programs.
- Understanding and commitment to social/environmental justice and community organizing.
- Team player, self-starter, quick learner and ability to work in fast-paced environment.

Salary: \$35,000-\$45,000 depending on experience, plus health and retirement benefits.

Please send resume with cover letter and fundraising writing sample by August 6, 2010 to:

Jodi Sugerman-Brozan, Director of Development & Administration

Phone: (617) 442-3343 x223 Fax: (617) 442-2425 Email: jodi@ace-ej.org

ACE, 2181 Washington Street, Suite 301, Roxbury, MA 02119