



Resource Development Specialist

Award-winning Lawrence nonprofit, \$6 million budget, seeks full-time Resource Development Specialist to support ambitious mission of holistic local revitalization. Position reports to the Resource Development Director.

About Lawrence CommunityWorks:

Lawrence CommunityWorks (LCW) is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

I. Fundraising and Resource Development

- Foundation, corporate and government grants management
 - Develop a list of viable, high-value foundation prospects – local, state & national – that are a mission match for the organization
 - Help cultivate and maintain relationships with foundation staff & trustees including site visits
 - Prepare compelling written proposals, LOIs, reports, and collateral materials, using online foundation portals when necessary
 - Compile research and support for proposals including review of department reports and statistics on demographics, housing trends, community, etc.
 - Assist in maintaining funder correspondence
 - Help manage calendar of due dates: proposals, LOIs, reports, and contracts
 - Collaborate with program staff to ensure compliance with grant requirements
- Participate in weekly meetings including interdepartmental meetings and general staff meetings
- Support individual donor campaign (Annual Appeal and special initiatives) including
 - Assist in execution of donor stewardship strategies
 - Help prepare materials for donor meetings
 - Manage and update mailing list and provide logistical support for mailings and other donor solicitation efforts
 - Support implementation of special events (logistics and coordination)
 - Manage correspondence in collaboration with colleagues including thank you notes, annual reports, invitations, and other cultivation strategies

II. Marketing, PR, and Communications

- Supporting the management and updating of content on LCW's WordPress website
- Contribute to LCW's quarterly digital newsletter
- Assist with efforts to effectively "tell the LCW story" by converting program and organizational impact results into promotional materials and well visualized reports.

III. Data Management

- Maintain and manage accurate records/ files of donor and prospect information, grant applications, reporting deadlines, and awards using LCW's fundraising database software.
- Track and monitor the status of grant proposals and reports to ensure timely submissions and compliance with funder requirements.

- Generate, review, and analyze regular reports related to donor activity, fundraising campaigns, grant applications, and individual contributions to support strategic decision-making.
- Collaborate with the Finance Department to conduct monthly reconciliations of donations and other income, ensuring consistency between financial records and the Resource Development Department's tracking systems.
- Support data integrity through routine updates, data clean-up, and quality assurance procedures within the donor database

Qualifications & Experience

- Bachelor's Degree, plus 3-5 years of experience in grant writing/fundraising
- Exceptional writing and editing skills
- Strong interpersonal communication skills
- Very well-organized, thorough, & detail-oriented – critical thinking and problem-solving is a must
- Excellent follow-up and follow-through skills
- Ability to work in a fast paced environment with evolving priorities
- Cool under pressure; comfortable with multiple deadlines and responsibilities
- Flexible, adaptable team player that can work independently when needed
- Attend and participate in LCW events and activities (occasional nights and weekends)
- Willingness to learn about and practice LCW's Network-centric approach to community-building
- Proficiency with Microsoft Office: Word, Excel, PowerPoint, Publisher
- Familiarity or experience with social media platforms, Canva, and WordPress is a plus

Salary range commensurate with experience, vacation, paid holidays and sick/personal time, health and dental insurance (80% subsidized), retirement fund after one year.

To apply, please send resume, cover letter, and a writing sample (NO CALLS PLEASE) to:

Lawrence CommunityWorks, Inc.

168 Newbury Street

Lawrence, MA 01841

recruiting@lawrencecommunityworks.org