



TITLE: Development Operations and Grants Associate
STATUS: Non-exempt, Full-time Employee (40 hours a week); Hybrid
REPORTS TO: Associate Director, Institutional Giving
SALARY: Salary \$55K, with industry-leading benefits

BENEFITS SNAPSHOT:

100% Healthcare Premium Coverage; Up to 9% 403b Employer Contribution; 3 Weeks Paid Vacation

Join Trinity Boston Connects (TBC)

Trinity Boston Connects (TBC) is a social justice nonprofit focused on healing the impact of systemic racism on youth of color and creating a more equitable Boston for youth to thrive. TBC integrates Trauma-Informed Care, Restorative Justice, and Racial Equity across 3 programs—Sole Train (after school), Trinity Education for Excellence Program (TEEP) (out of school), and Circle Keepers (during school).

About the Role

The Development Operations and Grants Associate reports to the Associate Director of Institutional Giving and works closely with the Development Events & Communications Manager and Finance Associate. In this position, you will support the Development team's data infrastructure, daily operations, and the management of small grants and sponsorships. You will be responsible for maintaining, reporting, and analyzing real-time data on TBC's fundraising activities, totaling \$1.9M+ annually, preparing and submitting grant and sponsorship requests under \$15K, supporting administrative requirements for TBC's grants and sponsorships, and supporting Development department operations, like meeting agendas and budget tracking. The Development Operations and Grants Associate will collaborate regularly with finance staff, program staff, TBC's leadership team, and TBC's partners.

This role is ideal for someone who is highly organized and self-motivated with strong writing and communication skills. Strong-fit candidates will have both the administrative and people skills needed to work effectively with a diverse set of stakeholders (TBC staff, leadership, partners, and youth). As a core member of TBC's Development team, the Associate is expected to be solution-oriented, open to learning new skills, and willing to support their colleagues during high-volume months.

RESPONSIBILITIES

Data Management and Gift Stewardship

- Support TBC's transition from Raiser's Edge to Salesforce, ensuring an accurate and comprehensive data transition
- Collect, maintain, and update all donor/funder information in Raiser's Edge/Salesforce including notes, cultivation activities, event/campaign participation, and appeals
- Serve as one of the Development team's "power users" of Salesforce database, leading development staff and leadership team on constituent record maintenance and innovative uses for efficiency and effectiveness
- Manage database records and segment data for efficient mailings



- Manage donor/funder acknowledgment process, including generation of acknowledgment letters, specialized thank you letters, tax statements, gift processing support, and reconciliation of gifts with the Finance department in a timely and accurate manner
- Develops and analyses constituent surveys

Grant/Sponsorship Tracking and Administration

- Perform quarterly research on grant/sponsorship opportunities and maintain a pipeline in Salesforce and/or Monday.com
- With support from Associate Director, generate and submit grant/sponsorship requests under \$15K, supporting a portfolio of ~\$300K+ in funding
- Once grants/sponsorships are awarded, track and manage 1) signature of MOUs, agreements, financial documentation, etc.; 2) reporting deadlines and grant requirements for data submission, in collaboration with program staff; 3) scheduling of meetings/site visits with funding partners; 4) maintaining compliance in delivery of sponsor benefits.

Operations Management

- Support in creation of agendas for department meetings, including weekly Development Team meeting, monthly board-level Development Committee meeting, monthly Advisory Group meeting, etc.
- Support with the operational elements of communications initiatives, including mailing lists, email list updates, and execution of funding appeal mailings
- Track expenses and ensure compliance with budget for department initiatives
- Maintain Development calendar and share, as appropriate, across TBC departments

QUALIFICATIONS

- 2–3 years minimum of development/fundraising, administrative role and/or writing experience
- Bachelor's degree or equivalent experience preferred
- Experience with Raiser's Edge, Salesforce, or similar Customer Relationship Management (CRM) platform required
- Proficiency in Windows and MS Office Suite (Word, Excel, PowerPoint)
- Demonstrated commitment to social justice with the ability to talk about systemic racism and oppression, especially within the context of TBC's mission

TO APPLY:

Please email a resume and writing sample to Christina Castle (ccastle@trinityconnects.org). *Please use the position title in the subject line.* **Applications that are missing a resume or writing sample will not be considered.**

TBC is an equal opportunity employer and is committed to building a culturally diverse team and strongly encourages applications from a wide range of backgrounds.