



Development & Marketing Associate

Position: Full-Time

Reports to: Director of Development

FSLA: Exempt

Salary Range: \$65,000 - \$75,000

About NECAT

New England Culinary Arts Training (NECAT) provides a free, holistic 12-week culinary arts training program for adults who have faced barriers to employment. NECAT's workforce development program combines culinary arts, career counseling, life skills learning and job placement. Students are prepared for employment in Boston-area restaurants, hotels, senior living, medical facilities, schools, and other institutions. NECAT believes in a community where everyone - especially those facing obstacles - has an equal opportunity for personal growth, achievement, and a better future. NECAT's vision is to use culinary education as a means of lifting Boston's most vulnerable populations out of poverty and onto a path of economic self-sufficiency. NECAT is a registered 501(c)(3).

Position Description

The Development & Marketing Associate will work closely with NECAT's Director of Development to grow philanthropic giving. This is an ideal opportunity for someone who is mission driven, a good communicator and understands the grant process and multi-media marketing. More specifically, the person in this role should have excellent written and communication skills as they will be responsible for grant management, writing, tracking, and reporting. The candidate should possess the interpersonal and writing skills to establish and maintain valued relations with funders, donors, volunteer leaders, staff, students, and community leaders to advance NECAT's mission and fundraising goals. The candidate will be a key liaison among staff to manage and identify new funding opportunities, initiatives, and deadlines.

Responsibilities include:

Grant Management & Reporting

- Draft grant narratives, compile outcomes statistics necessary for documentation and reporting
- Collect and assemble data to support communications, appeals and grant reporting

Writing & Communications

- Support all communications activities including social media, web, press releases & e-mail
- Identify & write student case studies
- Prepare the quarterly newsletter
- Develop collateral to support events and fundraising initiatives

Fundraising & Event Logistics

- Support annual gala planning, Annual Giving Campaign and donor appreciation activities
- Collect and assemble data to support communications, appeals and grant reporting
- Manage Salesforce – generating reports, campaign tracking, donor tracking



Key Qualifications

- Strong computer skills and competency in Microsoft Office Suite products, including Outlook, Excel and Adobe creative suite are necessary
- Attention to detail and excellent communications skills (both written and verbal) are necessary
- Superior organizational skills, and ability to manage a variety of projects simultaneously
- Directed and self-starting attitude
- Familiar with creating profiles and generating reports in Salesforce
- At least 3-5 years of managing philanthropic and/or corporate relationships with a demonstrated track record of achieving revenue goals
- Marketing and/or non-profit experience preferred
- Metrics-driven, goal-oriented approach to the work
- Ability to work some nights, early mornings and weekends as required
- Willingness to travel locally to donor or networking meetings
- Minimum of BA/BS degree

To Apply

Please submit cover letter, resume and salary expectations to: Nancy McGeoghegan at nmcgeoghegan@ne-cat.org