

## Job Title

Development Associate, Boston, MA, Full-Time

## About Us

Are you looking for a mission-driven organization that believes in people and their ability to achieve their goals and dreams? Do you want to be part of a team that is focused on impact and innovation? If so, look no further than Compass Working Capital (“Compass”).

Compass supports families with low incomes to build assets and financial capabilities as a pathway to greater economic opportunity, and out of poverty. Together we are building a leading, nonprofit financial services organization that promotes economic mobility and financial security for families with low incomes.

## About the Role

The Development Associate is an important member of Compass’ growing development team. The Associate supports the effective functioning of the development team, with a focus on:

- events management
- data management
- operations
- processing and acknowledgement of gifts
- donor management and research

The Associate also provides administrative support to the Development team, and collaborates with the Executive Director’s Executive Assistant to support the Executive Director’s development activities.

## Required Experience, Qualifications, and Skills

- Strong alignment with Compass mission and [values](#)
- An interest in the field of nonprofit fundraising and development
- An inclination toward job functions that involve collecting, organizing, and analyzing data and information, and developing systems to make that information available and useful to colleagues
- Experience managing all aspects of events (whether in development or another field), including: event planning; vendor selection, contracting, and management; registration; logistics; and post-event evaluation and analysis
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint); experience with customer relationship management software (Salesforce or similar) a plus
- Excellent organizational and execution skills; detail-oriented with the ability to prioritize and complete work accurately and efficiently
- Team player, with willingness to step outside defined job responsibilities when needed to support colleagues and help ensure the success of the team

## Additional Information

This position is based in Boston. To apply, please submit a resume and cover letter that outlines your interest in this role via this link.

For more information, please visit us on our website, [www.compassworkingcapital.org](http://www.compassworkingcapital.org) or find us on social media: [Facebook](#) | [Twitter](#) | [LinkedIn](#)

Compass is an Equal Employment Opportunity Employer that is committed to building a culturally diverse staff. We strongly encourage applications from diverse candidates.