

Job Announcement

Title: Development & Communications Associate

Supervised by: Executive director

Description: Full-time

Location: Boston

About the organization:

The Asian Community Development Corporation (ACDC) works in underserved and immigrant Asian American communities in the Greater Boston region to create and preserve affordable, sustainable, and healthy neighborhoods. We achieve this by building affordable homes and vibrant spaces, empowering families with asset-building tools, and strengthening communities through resident and youth leadership.

Description:

ACDC is seeking a Development & Communications Associate to support our fundraising and communications efforts. The Associate will work with the Executive Director, Board and consultants to develop and maintain our communications content and marketing materials. The Associate will also support fundraising efforts through coordinating special events, managing donor database and acknowledgments, and assisting with grants and prospecting.

Responsibilities:

- Implement ACDC's communications strategy and ensure its alignment with overall organizational mission.
- Maintain consistent organizational branding and design standards of published materials.
- Manage marketing and communication functions for ACDC, including social media, newsletters, annual report, videos, website, email lists, printed collateral and marketing materials.
- Coordinate and assist with media and public relations.
- Manage and coordinate special events – dim sum breakfast, annual meeting, and donor events.
- Support donor cultivation via managing donor database, gifts acknowledgments, and research.
- Assist with grant proposals and administration.

Qualifications sought:

- Bachelor's degree and 2 years of communications and/or marketing experience.
- Strong, clear writing skills and ability to craft compelling stories and narratives.
- Attention to detail, strong planning, and organizational skills are essential.
- Proactive, self-starter with ability to work both independently and as a team member.
- Familiarity with a variety of print and online communications media.
- Experience with Adobe Creative Suite is preferred.
- Experience in website maintenance is helpful.

To apply, please e-mail resume and cover letter to:

Angie Liou, Executive Director, angie.liou@asiancdc.org

AA/ EOE