



community development partnership

Job Opportunity Development & Communications Coordinator

Description of Employer

The Community Development Partnership nurtures a vibrant Lower Cape region by promoting environmental and economic sustainability, expanding opportunities for low- and moderate-income residents, and preserving our unique cultural and historic character.

At the Community Development Partnership, we create opportunities for people to live, work and thrive on the Lower Cape. We do this by providing safe, stable affordable places to live through the preservation of existing homes and the creation of new affordable rental opportunities. We also support and strengthen local small businesses as they start-up and grow through micro-financing, education and individualized assistance. And, we protect the natural environment of this place so many of us love by increasing energy efficiency and opportunities for generating local renewable energy.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Job Opening: Development & Communications Coordinator

Status: Full-time Exempt Position (37.5 hours/week)

Time Frame: Review begins May 1, 2019, position open until filled

DESCRIPTION

The Development and Communications Assistant provides administrative support to the CDP's professional staff charged with leading the organization's communications and fundraising initiatives. The Development & Communications Coordinator will work full-time out of the CDP's office in Eastham and report to the Chief Development & Communications Officer.

Our Ideal Candidate

Our ideal candidate will be an entrepreneurial professional with ambition and a strong work ethic. We seek an energetic, collaborative and dependable team player, who is passionate about the work, and enjoys coming up with new ideas as well as overseeing existing initiatives.

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Specific duties will include but not necessarily be limited to:

Skills and Experience

Required

- Minimum of 2 years of experience in providing administrative support
- Strong organizational skills, self-direction and the ability to manage multiple priorities with a high level of accuracy are a must
- Excellent verbal and written communication skills are required
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365, Microsoft Publisher or other design/ layout software) Adobe Acrobat, Constant Contact
- Experience with Facebook, Twitter, Instagram and other social media
- Ability to work both as part of a team and independently with limited supervision
- Bachelor's Degree required
- Willingness to take on other tasks as required
- Positive, collaborative attitude
- Ability to work periodic flexible hours and to travel by automobile are required

Desired

- Knowledge of housing and community development issues on Cape Cod
- Experience in supporting fundraising and communications in a non-profit setting
- Proficiency in contact management databases (Salesforce)

Compensation: Salary range is \$47,000 to \$53,000 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

To Apply: Send resume and cover letter summarizing your professional experience as it relates to the job description to Britt Beedenbender, Britt@capecdp.org (please attach Word or pdf documents.) References may be requested. Review begins May 1, 2019, position open until filled.