Margaret Fuller Neighborhood House
71 Cherry Street, Cambridge, MA 02139 | (617) 547-4680 | margaretfullerhouse.org

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JOB DESCRIPTION

Part-Time Advancement and Fundraising Associate

Department: Advancement and Fundraising
Reports To: Director of Advancement and Fundraising
Employment Status: Part-Time, Non-Exempt, with the potential to transition into a full-time position within six months based on performance and organizational needs.
Hours: Monday - Friday, 9:00 AM - 3:00 PM (30 hours per week)
Compensation: $20.00 per hour
Benefits: Paid Vacation Time, Health Insurance

About Margaret Fuller Neighborhood House

Founded in 1902, Margaret Fuller Neighborhood House (MFNH) is one of the oldest and most beloved community institutions in Cambridge, Massachusetts. Located at 71 Cherry Street in the historic Port neighborhood, MFNH was established as a settlement house to serve recent immigrant families during the height of the industrial revolution — and has continued that legacy of compassionate service for more than 120 years. The building itself is a National Historic Landmark, originally constructed in the early 19th century and home to noted author and activist Margaret Fuller from birth until age 16.

Today, MFNH serves as a central hub for the Port neighborhood and the broader Cambridge community, addressing economic, social, and systemic inequities through two core programs. The organization's supermarket-style Food Pantry provides nutritious groceries to over 4,000 individuals and families each year, allowing patrons to choose foods that reflect their preferences and cultural needs. The Community Engagement Program offers one-on-one case management and personalized support including assistance with housing and employment, technology and financial literacy workshops, and community events that foster connection and belonging.

MFNH's mission is grounded in dignity, respect, and equity. The organization believes that every neighbor deserves access to resources, opportunity, and community — and works tirelessly to make that vision a reality.

Position Overview

The Part-Time Advancement and Fundraising Associate plays a vital role in supporting MFNH's development and fundraising efforts. Reporting directly to the Director of Advancement and Fundraising, this position assists in donor engagement, grant research, communications, and event coordination to help sustain and grow the organization's philanthropic revenue. The ideal candidate is an organized, self-motivated professional who is passionate about community service, relationship-building, and mission-driven work.

In addition to advancement responsibilities, this position also provides light administrative support to the Chief Executive Officer — including assistance with scheduling donor and partner meetings and supporting small special projects as needed.

Key Responsibilities — Advancement & Fundraising

Donor Relations & Stewardship

- Assist in maintaining and updating the donor database (CRM: Little Green Light), ensuring accurate and timely records of gifts and donor communications.
- Prepare acknowledgment letters, thank-you notes, and donor recognition materials in a timely manner.
- Support the Director in cultivating and stewarding individual, corporate, and foundation donors.
- Assist with donor communications including newsletters, appeals, and impact reports.

Grant Research

- Research prospective foundation, government, and corporate grant opportunities aligned with MFNH's mission and programs.
- Maintain a grants calendar to track deadlines, submissions, and reporting requirements.
- Organize and prepare supporting documentation for grant applications.

Fundraising Events & Campaigns

- Support the planning, coordination, and execution of fundraising events, including annual galas, community drives, and peer-to-peer campaigns.
- Plan and execute printed fundraising appeals (approximately three times per year), including coordinating timelines, and production.
- Assist with online fundraising platforms and digital campaigns (e.g. Give Butter), including social media content related to development initiatives and
- Coordinate logistics for donor events, volunteer appreciation activities, and stewardship
- Coordinate receptions and prepare event materials, including invitations, programs, and follow-up communications. Manage printing and mailing logistics by working with vendors or overseeing in-house production.

Communications, Phone calls & Marketing Support

- Manage incoming calls and oversee the organization’s general information inbox (info@), ensuring timely and professional responses and appropriate follow-up.
- Assist in producing e-newsletters and annual reports in collaboration with program staff.
- Help maintain MFNH's online presence as it relates to development and fundraising initiatives.
- Represent the organization professionally and passionately in all external communications.

Executive Support — Chief Executive Officer

- Provide light administrative support to the Chief Executive Officer on small special projects as needed, including research, data compilation, and preparation of materials.
- Assist with scheduling and coordinating donor and community partner meetings on behalf of the CEO, ensuring timely communication and calendar management.
- Prepare meeting agendas, background materials, and follow-up correspondence related to CEO donor and partner engagements.
- Maintain confidentiality and exercise sound professional judgment when handling sensitive organizational information.

Required Skills & Qualifications

Education & Experience

- Bachelor's degree in Nonprofit Management, Communications, Public Administration, Social Work, or a related field preferred; equivalent experience will be considered.
- A minimum of 1–2 years of experience in nonprofit fundraising, development, communications, or community outreach.
- Demonstrated understanding of the fundraising cycle, donor stewardship, and charitable giving.

Technical Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to troubleshoot printers and manage day-to-day printing needs
- Experience with donor management software (e.g., Little Green Light, Salesforce, Bloomerang, Raiser's Edge, or similar CRM platforms).
- Comfort with online fundraising platforms, email marketing tools (e.g., Feathr, Mailchimp), and social media management.
- Strong writing skills with the ability to craft clear, compelling, and mission-aligned content for diverse audiences.

Physical Requirements

Ability to lift up to 30 pounds and provide occasional support during food pantry operations and comfortably use stairs on a regular basis. Please note that as a National Historic Landmark, the building does not have elevator access or stair-free entrance options.

Interpersonal & Professional Skills

- Strong attention to detail and organizational skills, with the ability to manage multiple projects and deadlines simultaneously.
- Excellent verbal and written communication skills; ability to interact professionally with donors, community members, volunteers, and staff.
- A genuine passion for MFNH's mission and a commitment to social equity, racial justice, and community empowerment.
- Ability to work both independently and collaboratively as part of a small, dedicated team.
- Cultural humility and demonstrated ability to work effectively with people from diverse backgrounds.
- Reliability, integrity, and professionalism in all aspects of the role.

Compensation & Benefits

- Hourly Rate: $20.00 per hour
- Schedule: Monday through Friday, 9:00 AM – 3:00 PM (30 hours per week)
- Paid Vacation Time
- Health Insurance
- Opportunity to work with a passionate, mission-driven team committed to making a meaningful difference in the Cambridge community

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Equal Opportunity Employer

Margaret Fuller Neighborhood House is committed to creating a diverse and inclusive workplace. We are an equal opportunity employer and welcome applications from individuals of all backgrounds, identities, and experiences.

To apply, please send a resume and cover letter to Sneha Harsh at sharsh@margaretfullerhoouse.org