We're Hiring!
Development & Outreach Associate

The Development & Outreach Associate will (1) oversee an extensive network of volunteers, interns, and groups to enhance Haley House’s ability to operate its various programs; (2) provide support for fundraising activities including donation management and solicitation, special events, and grants to increase financial resources for Haley House programs; (3) co-manage marketing and communication projects, including monthly newsletter and social media to promote Haley House’s outreach efforts; (4) contribute to administration of daily operations as part of a small office team.

This is a full-time position with benefits.

Responsibilities:

● Work with program staff to facilitate and foster volunteer involvement and ensure placement and scheduling of volunteers in meaningful assignments that address program needs
● Develop and manage partnerships with local institutions including colleges and universities, businesses, corporate service groups, etc. to ensure the availability of a pipeline of dedicated and capable volunteers to support our various programs
● Manage the orientation, training and evaluation of volunteers and interns
● Cultivate relationships with committed volunteers and volunteer alumni to incorporate them into our donor and support network
● Collaborate with Director of Development and program staff on all fundraising efforts, including donation management, special events, and grants
● Assist with development and maintenance of systems for program evaluation and measurement
● Work closely with accounting staff to maintain current and accurate donation records
● In partnership with Director of Development, coordinate marketing and communication with special emphasis on social media, monthly newsletter, print and on-line materials, and community outreach
● Track and analyze the effectiveness of social media platforms
● Represent Haley House at community meetings and events
● Provide administrative support for office

Qualifications:

● Excellent communication and organizational skills
● Experience and facility working with database management tools
● Strong interpersonal and leadership skills
● Ability to work collegially in a team setting to produce positive results
● Experience at a nonprofit that addresses issues related to homelessness, housing, job training, social justice and/or urban agriculture preferred
● Commitment to helping the most vulnerable in our society and to the mission of Haley House

To apply: Send cover letter and resume to Mary Lou at mlbozza@haleyhouse.org.

About Haley House: Haley House uses food and the power of community to break down barriers, open opportunities, and strengthen neighborhoods. Founded in 1966, Haley House has grown to include five interconnected branches: direct services (soup kitchen, food pantry, meal for elders), permanent affordable housing, urban agriculture, education and training (Take Back the Kitchen, Transitional Employment Program), and a social enterprise business (Haley House Bakery Cafe). Direct services and housing are located in the South End, social enterprise is located in Roxbury, urban farming is in both neighborhoods.