



Supportive Living^{INC.}
— BRAIN INJURY PROGRAMS —

Position Title: **Development & Marketing Associate**

October, 2024

Reports To: Director of Development & Marketing

Classification: Part Time

Location: Lexington/Rockport, MA

Salary Range: \$35,000 - \$40,000

Summary:

The Development Associate will assist in a variety of development and marketing activities to ensure growth and long-term sustainability of Supportive Living, Inc (SLI).

Responsibilities:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties to this job at any time due to reasonable accommodation.

° Fundraising – Support and create effective strategies and giving opportunities to increase fundraising with individuals, corporations, and foundations including events, direct mail, online giving, donor identification and cultivation. Establish collaborative relationships internally and externally to build partnerships and funding opportunities.

° Database Management – Responsible for the integrity and record keeping of our donor database to effectively manage donations, which includes data entry, acknowledgements, queries, report building, and assessing donor trends and analytics.

° Marketing – Use marketing and communication channels (including email marketing and website platforms, social media, Canva, etc.). Create flyers, ads, videos and write compelling impact stories.

° Grant Applications & Reports – Coordinate support for our grants program, seek new opportunities, write and prepare grant applications and reports while ensuring deadlines.

° Event Coordination – Assist with SLI and third-party events including marketing, volunteer coordination, production, and acknowledgements.

Qualifications:

- ° Strong written and verbal communication skills
- ° Proficient on Microsoft Office suite, Outlook, Excel, Word, PowerPoint and ability to learn new applications easily
- ° Bachelor's degree in related field
- ° Experience in nonprofit development, community outreach and/or volunteer engagement preferred

- Manage multiple tasks and timelines simultaneously
- Highly motivated self-starter, with proven ability to develop creative solutions
- Project a professional demeanor
- Strong interpersonal skills
- Ability to work both individually and as part of a team
- Great attitude and people skills
- Maintain regular attendance
- Availability to work occasional evenings and weekends

Mandatory Requirements:

Employment Eligibility Verifications

Reliable Transportation

Successful completion of background screening

About Supportive Living, Inc.

Since its founding in 1991, Supportive Living, Inc. (SLI) has been a leader in improving the quality of life for people affected by brain injury and other neurological disorders. The organization has delivered neurorehabilitation programs to hundreds of individuals through its interdisciplinary model, which includes:

- Spearheading innovative initiatives and delivering multi-faceted neurorehabilitation and wellness programs with demonstrative results in physical, cognitive, and social functioning.

- Partnering with more than 60 colleges and universities to provide interns with experiential learning opportunities – training the next generation of healthcare providers with expertise in advancing the quality of life for those with neurological conditions.

- Collaborating with academic institutions on research and championing evidence-based best practices for caring for individuals in the chronic stage of brain injury and other neurological conditions.

- Providing affordable and appropriate housing, enabling residents to lead lives of independence and dignity in a supportive, welcoming community.

SLI delivers services at our residential centers in Lexington, North Reading, Woburn, and Rockport, Massachusetts, and wellness partner sites in Andover, Beverly, and Marblehead.

How to Apply

Please submit cover letter and resume as an attachment in a Word document or PDF format to Melissa Lynch, Director of Development & Marketing, mlynch@supportivelivinginc.org. Please be sure to reference the job title in the subject line of your email.