Marketing & Communications Associate

Community Foundation for Nantucket

Position Overview

The Community Foundation for Nantucket (CFN) seeks a highly organized, detail-oriented, and mission-driven Marketing & Communications Associate to support the Foundation's growing philanthropic and community engagement initiatives. This position plays a key role in donor stewardship and cultivation, prospect research, database management, communications support, and ensuring brand consistency across all platforms. The Associate will work closely with the Executive Director and Development Consultant and provide administrative and logistical support to the Development and Communications Committees of the Board.

This role requires excellent communication skills, a strong sales and growth mindset, donor-service and the ability to manage multiple priorities while maintaining accuracy and discretion. The ideal candidate is proactive, collaborative, and eager to contribute to CFN's mission of strengthening the Nantucket community through philanthropy.

Key Responsibilities

Donor Relations, Stewardship & Fundraising

- Support donor stewardship activities, including preparing acknowledgment letters, stewardship reports, and donor updates.
- Assist in cultivating relationships with donors, fundholders, corporate partners, and community stakeholders.
- Serve as the RSVP point of contact for all development-related events and communications.
- Manage and implement a comprehensive mailings/appeals timeline including coordinating content, creative materials, donor lists, steward input and follow-up touchpoints.
- Assist in preparing materials for solicitations, proposals, and donor briefings.

Prospect Research & Development Support

- Conduct research on prospective donors, corporate partners, and grant opportunities.
- Maintain and update donor profiles, prospect pipelines, and cultivation plans.

Database & Administrative Management

- Oversee the development database, ensuring accurate gift entry, data hygiene, record updates, and reporting.

- Generate donor lists, queries, and reports to support development strategy and committee work.
- Provide administrative support to the Development and Communications Committees, including meeting preparation, note-taking, and follow-up tasks.
- Track pledges, commitments, and stewardship timelines.
- Forward thinking approach to donor capacity, stewardship, data, and metrics designed for growth.

Communications & Brand Support

- Maintain CFN brand elements and ensure consistent use across print, digital, and event materials.
- Assist with advertising schedules, media placements, and promotional deadlines.
- Support communication priorities including newsletters, website updates, social media content, and annual publications.
- Help draft and proofread development and communications materials.

Qualifications

- Bachelor's degree or equivalent experience in development, communications, marketing, or a related field.
- 1–3 years of experience in development, communications, or nonprofit administration preferred.
- Strong writing, editing, and interpersonal communication skills.
- Proficiency with donor databases (e.g., Raiser's Edge, DonorPerfect, C-Suite or similar), Google suite, and basic design or email marketing tools (helpful but not required).
- Strong organizational skills, attention to detail, and ability to manage multiple deadlines simultaneously.
- Discretion in handling sensitive donor information.
- Commitment to the mission and values of the Community Foundation for Nantucket.