



Communications and Development Associate Job Description

About Reclaim Childhood

Reclaim Childhood is a 501(c)(3) nonprofit organization that empowers refugee and local girls and women in Jordan through sport and play. We operate regular after-school sports programming and summer camp for girls ages 6-18, teen leadership programming, and coaching clinics for local adult women.

RC's mission is to create safe and inclusive spaces for refugee and local girls in Jordan to thrive by playing sports, working with coaches, and building community. It works towards this through three objectives: First, to provide a safe space where participants can just be kids. Second, to connect communities that otherwise may not interact – refugees and Jordanians alike. Third, to empower and inspire young women, by employing the positive impact of sport and play and by providing strong female role models as coaches.

Since 2017, RC has increased its fundraising by 300%, quadrupled the number of participants in its programs, and expanded its program hours and offerings.

General Position Summary

The Communications and Development Associate will support Reclaim Childhood in its next stage of organizational growth. Working closely with the Executive Director, the Associate will be responsible for managing fundraising, marketing, and communications for RC, including relationship management with a variety of stakeholders.

The successful candidate will have the ability to prioritize effectively to meet program goals and timelines while working on multiple projects. They will enjoy working in a small team/start-up environment where all team members contribute where needed. Reclaim Childhood is a growing and dynamic organization, and this role is an opportunity to contribute immediately and to grow with the organization.

Primary Position Responsibilities

- Design fundraising, marketing, and communication strategies in partnership with Executive Director
- Communicate program outcomes to organization stakeholders
- Manage social media and communications operations for the organization in partnership with local program staff
- Track donations and manage donor communications
- Manage undergraduate outreach, including Goals for Girls fundraising campaigns and intern recruitment
- Manage and support the RC Junior Board
- Support the organization's Board of Directors in fundraising activities



- Cultivate and grow support from existing donors while creatively identifying new fundraising opportunities
- Assist in the daily operations of the organization as needed

Job Qualifications

- Bachelor's degree and at least 2-4 years of work experience preferred
- Excellent writing and editing skills
- Strong attention to detail and follow-through
- Proficiency in Google Suite and Microsoft Word, Excel, and PowerPoint required
- Proficiency in Photoshop, Canva, and Wix preferred
- Familiarity with Arabic preferred but not required
- Past nonprofit work preferred but not required
- Passion for the organization's mission

Time and Compensation

The Communications and Development Associate is a full-time exempt position with a target start date in March/April 2023, reporting to the Executive Director. RC is an Equal Opportunity Employer. The salary range for this position is \$43,000-\$50,000, commensurate with the candidate's experience. The position also includes a health care stipend, retirement account, generous leave policies, opportunities for travel to Jordan, and a flexible hybrid schedule.

Interested candidates should submit a thoughtful cover letter and resume to Anna Barrett, Executive Director, at admin@reclaimchildhood.org by January 16th. Applicants are encouraged to apply sooner. To help us in our process, please put "Communications and Development Associate" in the subject line.

Location

Boston/Cambridge, MA area strongly preferred; open to New England area and Washington, DC.