



## Please Post

Date: July 19, 2010

Job Opening available immediately: **Public Relations & Fundraising Associate**

Employer: Massachusetts Adoption Resource Exchange, Inc.  
45 Franklin Street  
Boston, MA 02110  
(617) 542-3678  
[www.mareinc.org](http://www.mareinc.org)

The Massachusetts Adoption Resource Exchange (MARE), a private non-profit organization that recruits adoptive homes for children in foster care, is seeking a full time **Public Relations & Fundraising Associate**. Major responsibilities include: maintaining & updating the MARE website and other online publicity; coordinating the Heart Gallery photographic exhibit; writing/distributing publicity including press releases, newsletters; researching sponsor, grantor and individual donor prospects; drafting grant proposals; managing donor software; assisting in expanding fundraising and publicity programs, events and successes.

This position requires a bachelor's degree and at least 2 years' of print- and web-based communications experience. Very good oral, written and phone communication skills are required, as well as a high level of organization and attention to detail. Demonstrated ability to work independently, organize and prioritize multiple tasks, and meet deadlines. Computer literacy required, including proficiency in standard MS Office Suite, web design/editing (Dreamweaver). Demonstrated capability in desktop publishing software (InDesign, PhotoShop) preferred. Knowledge of Giftworks donor-management software is a plus. Access to consistent, reliable personal transportation for in-state travel is required.

How to Apply: e-mail: [janiceh@MAREinc.org](mailto:janiceh@MAREinc.org)

Fax: (617) 542-1006

By mail: to above address, attn: Director, PR & Fundraising

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[www.MAREinc.org](http://www.MAREinc.org)

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