



Development and Communications Intern

Position Summary

Boston Collegiate Charter School (BCCS) seeks a self-motivated, enthusiastic, professional, and media-savvy Development and Communications Intern. Reporting to the Development and Special Projects Manager, the Development and Communications Intern will gain insight into a small but active development office. They will assist in a variety of tasks related to fundraising and communications, including but not limited to: database entry and management, special events operations, social media, and general development operations practices. This position is ideal for an individual interested in exposure to and building skills within the field of nonprofit development. This position will begin remotely, with the possibility of in-person work in the future if conditions permit. Pay for the position is competitive, at \$25/hr.

The Development and Communications Intern will have the opportunity to work on a variety of projects, which may include:

- Creating ongoing, new, and relevant content for the school's social media platforms;
- Overseeing development of the school's e-newsletter, including writing content, editing, formatting, and designing in Bloomerang, BCCS's customer relationship management system;
- Managing gift entry and recording contact reports in Bloomerang;
- Writing and pitching press releases to local media;
- Processing acknowledgement letters for all donations to the school;
- Assisting with the planning and execution of special events, including the virtual Annual Dinner, virtual panels, and cultivation events;
- Conducting prospect research to identify potential individual, corporate, and foundation donors; and
- Other fundraising administrative tasks as needed.

Qualifications

- Currently or recently enrolled in an undergraduate or graduate degree program;
- Availability for a minimum of 12 weeks and ability to commit to 10 to 12 hours of work per week;
- Excellent interpersonal, oral, and written communication skills;
- Keen attention to detail and highly organized
- Proficiency in G Suite and Microsoft applications;
- Demonstrated knowledge of social media tools and platforms;
- Ability to work effectively in a collaborative, problem-solving environment while also working independently;
- Database experience in Bloomerang or comparable CRM is a plus;
- Knowledge of and interest in education, nonprofit management, fundraising and communications preferred, but not required; and
- Demonstrable commitment to Boston Collegiate Charter School's mission.



The Development and Communications Intern can expect to gain the following skills:

- Research skills;
- Database management skills;
- Donor stewardship and cultivation;
- Event planning;
- High level communications skills.

To Apply

Please submit your materials through our [Google Form Application](#). Telephone and email inquiries are not encouraged.

About Boston Collegiate Charter School

Boston Collegiate Charter School, originally South Boston Harbor Academy, was founded in 1998 and has since grown from serving 120 students in grades five through seven to now serving 700 students in grades five through 12. In 2004, after moving to its current location in Dorchester, the school changed its name to Boston Collegiate Charter School and simplified its mission: to prepare each student for college. Since, then Boston Collegiate Charter School has worked hard to earn its reputation as one of the highest performing, non-selective schools in the state:

- 76% of Boston Collegiate Charter School alumni have either graduated from or are currently enrolled in college; the majority of these students are or will be the first in their families to earn a college degree.
- Graduates of Boston Collegiate Charter School currently attend some of the most prestigious colleges in the country, including Amherst, Brown, Dartmouth, Harvard, and every school within the University of Massachusetts state school system.

For more information about Boston Collegiate Charter School, please visit our website at www.bostoncollegiate.org.

Boston Collegiate Charter School is an equal opportunity employer and as such, we make employment decisions without regard to race, color, religion, national origin, age, gender identity, sexual orientation, veteran status, genetic information, or disability. We are committed to building a supportive and inclusive workplace that reflects the diversity of the city of Boston.