



Development and Communications Associate

OUR MISSION

The mission of Boston Collegiate Charter School (BCCS) is simple yet ambitious: to prepare each student for college. We offer an academically rigorous college preparatory curriculum for 700 students in fifth through twelfth grades. One hundred percent of our graduates have been accepted to college; the majority of them will be the first in their families to complete a college degree.

OUR VISION

All BCCS students will graduate empowered to choose their own direction, with options aligned with their passions and interests and with the critical thinking capability to choose wisely. They will be equipped not only to go to college, but to thrive there. They will have the skills and the leadership mindsets necessary to make an impact in their communities and beyond. To achieve this vision for our graduates, BCCS will be a leading school in academically rigorous, equitable, and inclusive educational practices in Boston. BCCS will create opportunities for each student to thrive and cultivate the unique talents that they bring. BCCS will be a beacon of the twin pillars of scholarship and belonging, and thus a national model for what integrated education can look like at its best.

OUR STRATEGIC FOCUS AREAS

BCCS strives to be an anti-racist school and knows that every student should feel seen and heard in who they are while having access to a high-quality education. BCCS is committed to the long-term work of dismantling systems of oppression and inequity in our community. Please refer to our [2020-2023 Strategic Plan for more details](#).

CURRENT OPENING

BCCS seeks a self-motivated, conscientious, problem-solving, and detail-oriented individual with strong interpersonal, organizational, and communications skills to join our team as a Development and Communications Associate. Reporting to both the Director of Development Communications and Operations and the Director of Development Events and External Affairs, this individual will be able to juggle multiple tasks in support of the school's overall fundraising effort with an annual revenue target of \$1M+.

Key responsibilities of the Development and Communications Associate include, but are not limited to:

Gift Processing & Database Management

- Manage gift entry, record updates, and contact reports in Bloomerang, the organization's fundraising management information system;
- Process acknowledgement letters for all donations to the school;
- Establish routine, accurate, and consistent systems for effective database management; and
- Create reports for revenue tracking, targeted mailings, donor listings, invoicing, and other data analysis purposes.

Event Coordination

- Assist the Director of Development Events and External Affairs in the execution of BCCS' Annual Celebration, the school's largest fundraising event;
- Provide administrative assistance to the school's young professionals Board, the Collegiate Council, and support the planning of its annual fundraiser;
- Support the college counseling team in coordinating career-exposure opportunities for students, including our annual senior job shadow experience and career day; and
- Provide overall assistance--such as coordinating vendors, creating event logistics and timeline, and tracking guest lists and contact information--for all other development-related events.

Communications

- Help manage BCCS' day-to-day social media strategy;
- Support the Director of Development Communications and Operations in creating BCCS development and marketing materials, including annual appeals, newsletters, and our Annual Report to the Community; and
- In coordination with the Director of Development Communications and Operations, manage timely updates to BCCS' website.

Development and Executive Director Administrative Support

- Conduct prospect research and prepare prospect briefings and other meeting materials in advance of school visits and donor meetings;
- Manage the Executive Director's calendar and scheduling;
- Support the Executive Director in administrative and staff culture tasks; and
- Assist all staff liaisons to Board Committees (Governance, Development, Finance, etc.) in scheduling meetings, recording minutes, and preparing meeting materials.

ADDITIONAL QUALIFICATIONS

- A Bachelor's degree.
- At least two years of work experience, preferably in Development or Marketing.
- Superior oral and written communications skills.
- Exceptional detail-orientation.
- Self-motivation and enthusiasm to play a significant role on a small team.
- Ability to manage multiple projects at a time independently to meet concurrent deadlines and to adjust priorities to accommodate changing demands.
- Experience with fundraising CRM.
- Experience with Wordpress preferred.
- Ability to support occasional evening and weekend work.
- Passion and commitment to the mission of BCCS and the students served.

JOIN OUR TEAM

To learn even more about working at Boston Collegiate Charter School, please visit [our website](#). To formally apply, please [submit an application](#). No telephone or email inquiries, please.