



BOSTON COLLEGIATE CHARTER SCHOOL

Development & School Associate

We are looking for an analytical, engaging, and creative Development & School Associate.

This position reports to the Director of Development & Engagement.

OUR MISSION

The mission of Boston Collegiate Charter School is simple yet ambitious: to prepare each student for college. We offer an academically rigorous college preparatory curriculum for 700 students in 5th through 12th grades. Since our first senior class in 2004, 100% 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 Boston Collegiate students will... graduate empowered to choose their own directions, with options aligned with their passions and interests. They will be equipped not only to go to college, but to thrive there, and they will possess the leadership skills and mindsets necessary to make an impact in their communities and the world.

To achieve this vision of our graduates, Boston Collegiate will... be academically rigorous, equitable, and inclusive. Boston Collegiate will create opportunities for each student to thrive and will cultivate curiosity, empathy, and the unique talents that each student brings. Boston Collegiate 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 PLAN

Boston Collegiate's strategic plan responds to urgent issues in education, builds institutional resilience, and positions Boston Collegiate to lead as an equitable and integrated school. Pursuit of these ambitious goals will ensure that our students can continue to access the exceptional instruction, customized resources, and enriching extracurriculars that will enable them to thrive in school, in college, and beyond. Read here to learn more about our [2023/2026 Strategic Plan](#).

JOB DETAILS

The Development & School Associate plays an integral role in supporting and enhancing Boston Collegiate's fundraising activities and provides student-facing support to cover emergent needs.

Development Support:

- Events:
 - Provide overall assistance--such as coordinating vendors, creating event logistics and timeline, and tracking guest lists and contact information--for all development-related events.
 - Manage data and transactions collected through events to ensure data integrity and full integration with Boston Collegiate's customer relationship management (CRM) system.
- Communications:
 - Help manage Boston Collegiate's day-to-day social media strategy.
 - In coordination with the Director of Communications and Institutional Giving, manage timely updates to Boston Collegiate's website.
- Operations and Stewardship:
 - Manage gift entry, record updates and detailed contact reports in Bloomerang, the organization's fundraising management information system.
 - Establish routine, accurate, and consistent systems for effective database management.
 - Process acknowledgement letters for all donations to the school.
 - Create reports for revenue tracking, targeted mailings, donor listings, invoicing, and other data analysis purposes.
- Annual Fund and Other Support
 - Execute mailing campaigns, including the annual appeal, follow-up donor letters, and other campaigns.
 - Conduct prospect research and prepare prospect briefings and other meeting materials in advance of school visits and donor meetings.
 - Serve as the official recording secretary for all Board related meetings, ensuring accurate, timely distribution of minutes to all stakeholders.
 - Provide administrative assistance to the school's young professionals Board, the Collegiate Council, and support the planning of its annual fundraiser.
 - Other related duties as assigned.

School/Student-Facing Support:

- *Anticipated second semester* - Deliver direct service to students in the form of intervention and/or acceleration up to 50% of FTE.
- Participate in lunch coverage, hallway transitions, student arrival and departure, and other duties for a minimum of two hours per week.

Working Hours Expectations

- Full time, 12-month, exempt role.

Qualification Requirements

- One year experience in development/advancement preferred;
- Bachelor's degree in Business Administration, Communications, Marketing, Event Management, or related field;
- Previous experience in a Massachusetts charter public school preferred, but not required;
- Knowledge of development best practices;
- Excellent communication, written, and interpersonal skills;
- Demonstrated proficiency with web-based applicant tracking systems, internet search engines, and Google Suite, particularly Google Docs, Sheets, Forms and Slides;
- Excellent organizational skills and time management capabilities, as well as ability to meet hard deadlines and manage multiple assignments simultaneously;
- Orientation toward learning and growth;
- Acceptable results of background check according to Boston Collegiate Charter School policy and requirements.

COMPENSATION & BENEFITS

- This position falls on Band B of our [Non-Instructional](#) salary scale with a salary range of \$59,024 - \$66,432* adjusted for a 12-month role.
- Why Boston Collegiate? Check out our [Value Proposition](#) to learn more about the benefits of being a staff member.

JOIN OUR TEAM

To formally apply, visit <https://www.bostoncollegiate.org/careers/>. No telephone or email inquiries, please. Boston Collegiate is an equal opportunity employer. Accordingly, we make employment decisions without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, veteran status, genetic information, disability or any other classification protected by applicable local, state or federal law. Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.