



Boston Collegiate Charter School Development Associate

Position Summary

Boston Collegiate Charter School seeks a self-motivated, conscientious, problem-solving, and diligent individual with strong interpersonal, organizational, written, and communications skills to join our team as a Development Associate. Reporting to the Director of Development and Communications, the Development Associate will be responsible for supporting the school's critical fundraising effort during a period of growth that includes an expanding operating budget and \$5 million capital campaign.

Key responsibilities include, but are not limited to:

- **Gift Processing & Database Management**
 - Manage gift entry, record updates, and contact reports in 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
 - Create queries and reports for dashboard updates, targeted mailings, and other data analysis purposes

- **Event Coordination & Stakeholder Management**
 - Oversee all aspects of the school's growing small event donor cultivation series, including coordination with event host, management of all vendors, organization of event logistics and timeline, and tracking of guest list
 - Assist the Director of Development and Communications in the execution of Boston Collegiate Charter School's Annual Dinner, the school's largest fundraising event held each fall
 - Manage the school's young professionals Board, the Collegiate Council, in the planning of its annual fundraiser benefitting the Edward M. Kennedy Scholarship Fund for Boston Collegiate Charter School alumni
 - Initiate event strategies to ensure collection of contact information and implementation of subsequent cultivation and stewardship plans
 - Support the college counseling team in managing corporate relationships to place BCCS juniors in two-week internships

- **Administrative Support**
 - Manage all aspects of the school's website, ensuring timely updates and consistent use of language and voice
 - Record minutes at monthly Development Committee meetings
 - Conduct prospect research and preparing prospect briefing documents and agendas for school visits and donor meetings
 - Assist in the coordination and development of marketing materials for the

- Development office such as the Annual Report to the Community, creative donor acknowledgements, newsletter stories, and annual appeals
- Other administrative support of the Director of Development and Communications and Executive Director as needed, potentially including calendar support

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 management information systems, preferably Blackbaud products
- Experience with Wordpress preferred.
- Ability to support occasional evening and weekend work
- Passion and commitment to the mission of Boston Collegiate Charter School and the students served

To Apply

Applications including your resume and a cover letter describing your interest and qualifications should be sent to teacher@bostoncollegiate.org. No telephone inquiries, please.

More information about Boston Collegiate Charter School may be found at www.bostoncollegiate.org.

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, or disability. Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.