



**POSITION:** Engagement Coordinator

### **JOB SUMMARY**

The Engagement Coordinator reports to and works directly with the Director of Development and Engagement to steward volunteers and other visitors, ensure that Beacon's events and activities are run effectively, and provide administrative support for the office

### **RESPONSIBILITIES**

Represent the core values of Beacon Academy in all work performed on behalf of the organization and in all activities related to the lives of students, graduates, their families, and donors by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity, and thoughtful ambassadorship.

Working in support of the Director of Development and Engagement, the Coordinator's core responsibilities will include the following:

#### **Volunteerism, Engagement, and Stewardship**

- Nurture current and develop new relationships with volunteers; manage the volunteer application process and database; work to deploy volunteer skills to support Beacon's needs across the organization
- Coordinate volunteers along a continuum of small-to-large scale events across the organization; act as coordinator and liaison between multiple areas internally, including the Academy, Alumni Program, and Development and Engagement Team to plan and execute key volunteer events and activities
- Manage Swap-It (clothing drive) and Alumni Care Packages and partner with the Alumni and Academy staff on other volunteer programs; Food Squad, Visitors Program, Speaker Series; assist with gathering alumni school supplies and co-curricular activities
- Work in partnership with the Director of Development and Engagement and other Beacon staff to develop and execute onboarding, training, and stewardship plans for all volunteers
- Work to support students, families, and alumni events and activities
- Manage all volunteer gifts and gratitude notes in partnership with Director of Development and Engagement and program staff
- Respond to external inquiries and manage internal referrals to encourage new people to visit and engage with Beacon; coordinate with Director of Operations regarding the Roslindale Visitors' Program and manage the volunteer space

#### **Event Planning and Logistics**

- Manage and direct the logistics of multiple events and activities across the Beacon community, including Motown Night, Spring Celebration, Graduation, volunteer events, Open Houses, Academy and alumni events and workshops, Homecoming, and the Holiday Party
- Arrange all logistics for Board of Directors, Corporation, committee, and volunteer meetings
- Review and implement all external vendor contracts associated with Beacon's events

- Work with the Director of Development and Engagement to engage corporate and community partners in events

### **Administrative Support**

- Update and manage the Development and Engagement information in Salesforce; update donor and volunteer information; send acknowledgment letters and pledge reminders; create reports documenting and tracking all development and engagement information; manage event campaigns and data entry
- Arrange calendar invitations and meetings for Beacon, including Board of Directors, committee, alumni, family, and volunteer meetings; prepare all materials for meetings as well as handouts and documents for Beacon volunteers and visitors
- Coordinate and arrange all the logistics for Development and Engagement mailings and annual stewardship phone calls
- Other support responsibilities as assigned

### **QUALIFICATIONS**

- Bachelor's degree required
- Minimum 1 to 2 years' experience in development or events required
- Mastery of Microsoft Office applications
- Familiarity with development databases and desktop publishing software, Salesforce and InDesign preferred
- Strong communication and English writing and editing skills, bilingual skills preferred
- Meticulous attention to detail
- Demonstrated ability to embrace and share Beacon's mission and its commitment to diversity, equity, and inclusion
- Judgement, insight, and intuition
- Capacity to manage and organize confidential information
- Strong sense of responsibility for achieving personal goals
- Desire to multi-task, meet deadlines, and work as a self-starter
- Ability to work collaboratively with a diverse group of community members with fairness, respect, consistency, and integrity
- A positive outlook, an excellent work ethic, and a sense of humor
- Ability to travel within New England and work some evenings and weekends as necessary
- Must have a valid driver's license

### **EMPLOYMENT SUMMARY**

**Reports to:** Director of Development and Engagement

**Start Date:** July 2021

**FTE:** 1.0

**Exempt/Nonexempt:** Exempt

**Schedule:** 40 hours and additional hours as needed to complete the work

**Work Year:** Full year

**Salary Range:** \$45,000 - \$50,000

**Benefits Eligible:** Yes

**TO APPLY**

Please send a cover letter and resume to Nicole Baker at [nbaker@beaconacademy.org](mailto:nbaker@beaconacademy.org). Beacon Academy welcomes a diverse candidate pool, including candidates who are bilingual, because we believe a diversity of voices leads to better outcomes for everyone. Beacon Academy is an Equal Opportunity Employer.