



**Position:** Development Coordinator

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

**FTE:** 1.0

**Exempt/Nonexempt:** Exempt

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

**Work Year:** Full year

**Salary:** \$40,000 - \$45,000

**Benefits Eligible:** Yes (including paid time off, health and dental coverage, accessible by public transportation, and conveniently located in Roslindale Village)

**Date:** September 2021

## **BEACON ACADEMY**

Beacon Academy closes the opportunity gap for a cadre of Boston's bright and determined students. Striving for educational equity using a lens of social justice, we help our students create life changing opportunities as they build lives of purpose, community and impact. Our 10-Year Model begins with our Academy Year – a 14-month term filled with academic rigor, personal development, and exciting life experiences – followed by diverse support programs for our alumni throughout high school, college, and early careers. Not only do we prepare students for futures of curiosity and well-being, but we also stay connected with them, offering resources to promote success from their first day at Beacon into their first careers. We value our community and strive for a sense of belonging at Beacon. To achieve that, we honor each person's dignity and humanity, bring a learning mindset to our work, encourage honest and direct feedback, and look for joy even in challenging spaces. We invite you to contribute to these core values of Beacon.

## **JOB SUMMARY**

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

## **RESPONSIBILITIES**

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

## **Administrative and Fundraising Support**

- Update and manage the Development and Engagement information and research in Salesforce
- Generate reports documenting and tracking all development and engagement information, including revenue, event campaigns and data entry, and volunteer tracking
- Manage calendar invitations and prepare meeting and event materials for Beacon
- Provide support and manage the logistics for all development and engagement mailings and annual stewardship phone calls, including annual appeal, pledge reminders, event invitations and programs, annual report, and campaign mailings
- Serve as office manager for the Development Office
- Other support responsibilities as assigned

## **Event Planning and Logistics**

- Provide event planning assistance and manage the logistics of multiple events and activities across the entire Beacon community, including 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 in-person 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

## **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 office to plan and execute key volunteer events and activities
- Manage Swap-It (clothing drive) and Alumni Care Packages (bi-annually) and partner with the Alumni and Academy staff on other volunteer programs
- 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
- Manage the acknowledgment letters and donor recognition mailings
- Manage all volunteer gifts and gratitude notes in partnership with Director of Development and Engagement and program staff

## **QUALIFICATIONS**

- Preferred of 1-2 years' experience in a highly-effective Development office
- Bachelor's degree 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

## **TO APPLY**

Please send a cover letter and resume to [jobs@beaconacademy.org](mailto:jobs@beaconacademy.org) and in the subject line type: Development Coordinator. 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.