



Our School

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.

Commitment to Equity, Inclusion, Diversity, Belonging, and Joy!

At Beacon Academy we center our work on the educational success and well-being of the students and alumni of color we serve. We, therefore, hold ourselves accountable to the following principles:

- Recognizing the humanity and dignity in each person, no matter their role, title, or responsibilities.
- Embracing equity as a common goal, demonstrated by leveraging and sharing our power, influence, knowledge, and experience to level the playing field and dismantle barriers to educational success and well-being.
- Co-creating a sense of belonging where our team, students, families, and volunteers feel welcomed, respected, supported, and valued to fully participate in the community.
- Leading with curiosity, by first seeking to understand the need.
- Ensuring accountability to our students and our team.
- Discovering joy by celebrating successes and lessons, even if the outcome was not as expected.



Development Coordinator

Reports to: Director of Development & Engagement

FTE: 1.0

Schedule: Typically Monday through Friday 9 AM to 5 PM, with occasional nights or weekend work as needed

Position Type: Full-time, exempt, year-round position (summers included)

Benefits Eligible: Yes

Start Date: March 2024

Salary Range: \$50,000 - \$55,000

Job Summary

The Development Coordinator will provide essential support to ensure Beacon Academy is able to reach its ambitious fundraising goals. This role will report to the Director of Development & Engagement and will focus on donation and database management, ensuring timely gift acknowledgments, providing logistical support for Beacon Academy's annual cycle of fundraising campaigns and events, and preparing for and following up on development-related meetings. Success in this role requires exceptional attention to detail, strong organizational skills, and a commitment to excellence.

Responsibilities

- Manage the donor receipt and acknowledgement process, as well as revenue reconciling, in a timely and consistent manner.
- Utilize the donor and volunteer database to log and maintain detailed records of development activities as well as current/historical donor and volunteer information, etc.
- Conduct research on identified donors and prospects, including through online platforms and from senior leadership and board members.
- Assist in the managing of fundraising appeals and event invitation mailing logistics.
- Provide logistical support for a variety of moves management activities (such as 1:1 meetings, house parties, and large scale events like the Spring Celebration) that drive donor and prospect cultivation and solicitation strategies, including the creation of invitation lists, event registration management, post-event follow-up, thank you notes, etc.
- Support volunteer recruitment and management activities, e.g., collecting information for CORI background checks, coordinating scheduling and volunteer activities, as necessary.
- Attend select development strategy meetings and serve as primary note-taker to log, identify, and prioritize next steps.
- Assist Director of Development & Engagement with other duties, as assigned.



Qualifications

- Bachelor's degree in a related field
- Minimum 2 years' experience in development or a similar field
- Demonstrated ability to embrace and share Beacon Academy's mission and its commitment to diversity, equity, inclusion, and belonging
- Ability to collaborate with a diverse group of community members with fairness, respect, consistency, and integrity
- Demonstrated ability to work independently and meet agreed-upon timeframes
- Demonstrated ability to be well-organized, work independently and within a team, with the ability to multitask, set work priorities, track projects, and meet deadlines
- Superior writing, interpersonal, and communication skills
- Meticulous attention to detail and ability to proofread work
- Strong computer skills including ability to use MS Office (PowerPoint, Excel, Word, Outlook) and Google Workspace
- Expertise with development databases, Raiser's Edge preferred

Physical Demands/Work Environment

- This position works on site in our school office environment.
- This position requires the ability to work using a computer for long periods of time.
- This position must have the ability to lift up to 5lbs.

To Apply:

Please send a cover letter and resume to hr@beaconacademy.org with the subject line "Development Coordinator". Only candidates who submit all requested materials will be considered. No phone calls, please.

Beacon Academy is an Equal Opportunity Employer.



The Beacon Community

A key priority for Beacon this year is maintaining and strengthening a sense of community. Our community consists of students, alumni, parents, caregivers, faculty, staff, Board members, volunteers, corporate and community partners, and donors who bring our mission to life and sustain our robust 10-Year journey from Academy year to career for over 350 students and alumni. We are committed to embracing educational equity as a common goal and are grateful to our community for helping us work to achieve it. When we come together as a community, there is no limit to the number of life-changing opportunities we can create for these students and many more.



Beacon's CEO/Head of School's Vision



Charles E. Carter, Jr., Ph.D., LICSW brings more than 25 years of experience working with and leading nonprofit organizations that focus on youth development and education, and he has committed his career to improving social and economic justice for Black and Brown communities. As Beacon's leader, Dr. Carter envisions Beacon as a place where students expand their brilliance and discover their power to achieve their dreams.

Location

In 2021, Beacon Academy moved to its own building at 814 South Street, in the heart of Roslindale Village. This impressive 17,000 square foot granite church was most recently the base for the Boston School of Modern Languages. The spacious meeting areas, classrooms, and offices have facilitated efficient communication and collaboration among faculty, staff, students, alumni, and volunteers. Beacon values the in-person connections that are fostered in this new location and looks forward to the new memories that will be made in this space.

