



## 826 Boston Grants and Communications Manager

826 Boston—a nonprofit youth writing center located in Roxbury, Massachusetts—seeks an expert communicator to serve as its full-time Grants and Communications Manager.

826 Boston is dedicated to teaching creative and expository writing to underserved students ages 6 to 18, and to helping Boston Public School teachers inspire their students to write. 826 Boston is part of a national network of 826 chapters, founded by the award-winning author Dave Eggers, which was voted one of the top 30 companies to work for by *Good Magazine*. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to over 16,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer. 826 Boston's youth writers have published their work in *The New York Times*, *The Boston Globe*, and in numerous original 826 Boston books. 826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply.

### Experience:

826 Boston is seeking an experienced Grants and Communications Manager to lead its institutional fundraising and communications efforts. This key member of the development team will have the following qualities and experience:

- Strong verbal and written communications skills;
- A successful track record of grant writing and prospecting experience;
- Experience organizing fundraising events;
- The ability to multi-task, manage several projects simultaneously, prioritize, and meet tight deadlines;
- Experience managing content on blog-style websites;
- Experience building online communities through using social media;
- Excellent organizational skills;
- Proficiency with SalesForce
- Aptitude and interest in creative design;
- Experience in a retail environment with a point of sales system; and
- Enthusiastic belief in the mission of 826 Boston.

### Major Responsibilities:

#### *Foundation Relations*

- Meet or exceed annual foundation fundraising goals identified in the annual Development Plan with the support of the Development Director;
- Lead grants team to identify and directly solicit foundation and corporate funding prospects;
- Cultivate foundation relationships in concert with Executive Director and Development Director;
- Manage timeline and workflow of foundation proposals and reports involving DD, ED, and VISTA Development Associate as necessary;
- Complete detailed and competitive written proposals;
- Ensure accurate and timely grant reporting to foundation and corporate supporters;



- Conduct thorough prospect research for foundation and corporate foundations and maintain an active pipeline of prospects.

#### *Communications*

- Create and manage yearly online communications plan, identifying key stories, media pitches, and strategies with the Executive Director;
- Oversee all content development for organization's social media platforms;
- Manage website content;
- Write, edit, and disseminate community newsletter;
- Lead the Public Relations Task Force, a committee of 826 Boston board members and ad hoc members;
- Work with Development Director to create online fundraising appeals--including writing and editing content as needed;
- Manage mailing lists for online communications;
- Manage the distribution of press releases and coordination of social media for promoting 826 Boston news and events;
- Oversee hiring and tasks for all Marketing interns.

#### *Events*

- Manage VISTA Development Associate to run volunteer-led fundraiser, i.e. the Write-a-thon;
- Oversee community events such as Boston Book Festival and Hubbub;
- Be an active member of the events team to coordinate registration logistics, auction elements, and event follow up for two major fundraisers per year.

#### *Marketing/ Store Management*

- Oversee retail storefront (in-store and online) and lead associated staff and service members in monthly store meetings;
- Manage VISTA member to: stock store products, track sales using in-store and online POS, and produce monthly sales reports for organization's bookkeeper; and ensure store shifts are covered;
- Ensure accurate monthly reporting with bookkeeper;
- Train and orient store interns, volunteers, and service members so that they are fluent in store procedures and able to serve as ambassadors for 826 Boston's mission and programs;
- Maintain content for online retail store.

#### *Development*

- Attend and take minutes at Advancement Committee meetings;
- Support Development Director as needed;
- Other duties as assigned.

To apply, please send a resume, brief cover letter, and a two to three page-writing sample to Kristin Barrali at [hiring@826boston.org](mailto:hiring@826boston.org). Deadline to apply is November 1, 2015 but we'll review applications on a rolling basis.