



Development and Events Manager

826 Boston is a nonprofit youth writing and publishing organization that empowers traditionally underserved students ages 6-18 to find their voices, tell their stories, and gain communication skills to succeed in school and in life. Our high-impact programs are based on the understanding that great leaps in learning can occur with one-on-one attention, and that writing skills are fundamental to future success.

826 Boston is part of a national network of youth writing centers, founded by the award-winning author Dave Eggers, which was voted one of the top 30 companies to work for by *Good Magazine*. In 2013, the 826 network garnered the prestigious American Literacy Prize awarded by the Library of Congress. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 22,000 students. 826 Boston's youth writers have published their work in *The New York Times*, *The Boston Globe*, and in numerous award-winning 826 Boston books, including *A Place for Me in the World*, which was hailed as a "triumph of middle school education" by *The Boston Globe*.

826 Boston is seeking an experienced development professional to join a dynamic team to raise the funds needed to expand the impact of 826 Boston's programs across the city. This is a great opportunity for someone with fundraising experience to further develop their leadership skills. The Development and Events Manager role is a full-time, exempt position that reports directly to the Director of Advancement. 826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply. For more information, please visit <http://www.826boston.org>.

Primary Responsibilities:

Donor Relations

- Oversee the research, solicitation, renewal, and cultivation of 826 Boston's annual donors, including managing the donor database using best practices and enforcing rules for data entry
- Manage all elements of the donor lifecycle, including research, donor acquisition, conversion, renewal, and welcome series
- Coordinate the team to produce the online and print annual fundraising appeal
- Oversee donor gift processing and stewardship by ensuring data is entered accurately and through generating timely thank you letters
- Lead the development team as the point person for Salesforce data management: produce reports, dashboards, and prospecting documents for staff and board updates
- Support the Director of Advancement with duties associated with the 826 Boston Campaign for Growth, such as donor research and meeting preparation

Events

- Manage key elements of three major fundraising events, including registration and live auction (when applicable); support event sponsorships and event follow up
- Support the Director of Advancement with the planning and execution of three to four major donor cultivation parties per year
- Co-lead the annual peer-to-peer fundraiser, the 826 Boston “Half Half Half Half Half Marathon”
- Coordinate logistics for community events, such as Boston Book Festival, College Essay Boot Camp on the Road, and book release parties
- Analyze trends in donor giving and work with the Director of Advancement to implement a cultivation plan for event attendees

Development Team Support

- Manage recruitment, training, and onboarding of development interns, in collaboration with the Volunteer Manager; supervise development intern cohort each semester
- Write and submit up to five grants and/or grant reports per year, under the direction of the Associate Development Director
- Prepare bank deposits and reconcile them with the Finance Manager
- Assist with the launch of the 826 Boston Alumni Network, in collaboration with Writers’ Room Managers and Program Assistant
- Support the Director of Advancement as needed

Qualifications

- Two to three years of professional fundraising experience
- Event planning experience, and the ability to coordinate complex timelines
- Strong verbal and written communications skills
- Must be able to work independently, adapt to changing priorities, and multi-task to meet deadlines
- Excellent organizational skills
- Ability to build, cultivate, and steward relationships with key constituencies
- Positive attitude, solid time-management and organizational skills
- Proficiency with SalesForce and Excel
- Enthusiastic belief in the mission of 826 Boston
- Promotes a development culture throughout the organization, identifying opportunities to both raise funds directly as well as imbue every aspect of 826 Boston with a philanthropic culture
- Ability to participate in open communication to build community and foster team goals to advance diversity, equity, and inclusion initiatives

Core competencies associated with this role:

- Develops project and/or team-wide work plans with goals and interim milestones to manage resources, time, and people efficiently and effectively
Provides appropriate level of day-to-day support to team, differentiating styles based on individuals/assignments

- Sets up strong collaboration structures and ensures roles and responsibilities are clear
- Shares information and decisions with staff and managers in a transparent and timely manner
- Fosters a strong and inclusive team identity with productive relationships, high morale, and a relentless focus on the organizational mission

Application Instructions: To apply, please send a résumé, brief cover letter, and a two- to three-page writing sample to Kristin Barrali at hire@826boston.org. Deadline to apply is July 6, 2018.