Communications and Development Manager
Full-Time | Boston, MA | On-Site

Who We Are
Since 1969, Boston Chinatown Neighborhood Center (BCNC) has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

About Pao Arts Center
Through arts, culture, and education, Pao Arts Center brings together community members across generations to reclaim a critical piece of Chinatown history to create healthy families and vibrant community. In partnership with Bunker Hill Community College, BCNC opened Pao Arts Center in 2017 to be Chinatown’s first community-based arts center and Boston’s newly dedicated Asian American and Asian immigrant cultural space.

About The Role
The Communications and Development Manager will play a vital role in executing and refining Pao Arts Center’s communications, and fundraising strategies to support the Center’s programmatic activities. This person will be a part of a team consisting of the Center’s Director, Program Managers, volunteers and interns and work closely with Boston Chinatown Neighborhood Center’s (BCNC) development department. The priorities include building audiences and a strong individual and corporate donor base through, but not limited to: Center messaging, event promotion, fundraising events, workshops, and campaigns. The Communications and Development Manager reports directly to the Director of Pao Arts Center.

What You Will Do
Marketing and Communications (45%)
- Create a long-term communication strategy with input from key partners such as Bunker Hill Community College.
- Execute marketing and communications strategy ranging from social media to print materials.
- Manage marketing budget for paid advertising, print materials, and promotional items.
- Develop press relationships, collaborate with team for press interviews and inquiries, and grow media contact list.
- Collaborate with staff to promote events, programs, and venue opportunities.
- Manage digital archive and organize the Center’s media assets, including photos, videos, blogs, surveys, and audience testimonials.

Development (45%)
- Develop strategies and materials and implement print and online annual fund appeals.
- Collaborate with BCNC development department and Center Director to cultivate an individual donor relationship through communications.
- Launch and refine corporate workshop program and sponsorship opportunities with BCNC development department and Center Director.
- Develop, coordinate, and execute tours with schools and student organizations.
- Recruit and manage event volunteers.
- Manage in-person and virtual fundraising events and corporate workshops.
- Maintain BCNC development database, Raiser’s Edge with Center’s attendee and supporter information.
Operations and Administration (10%)
- Familiarity and understanding of space, security, and technology procedures to ensure visitors, artists, and renters feel welcome at the Center.
- Participate in BCNC agency-wide working group on special topics (for example, database and metrics, cultural competency).

What We Look For
- Bachelor’s degree in Communication or Marketing-related field or equivalent demonstrated work experience for more than 3 years with communications, marketing, and fundraising.
- Experience and/or knowledge of Asian American and/or Asian immigrant issues.
- Commitment to the intersection of arts, social justice, and community building.
- Bilingual English/ Chinese skills are highly desired.
- Graphic design skills or familiarity with Adobe Creative Cloud is a plus.
- Excellent verbal and written language skills.
- Ability to work independently and cooperatively.
- Strong project management and prioritization skills.
- Strong attention to detail including proofreading skills.
- High-level of customer service, and public relations skills and enjoy working with the public.
- Ability for efficiency, grace, and tact during high public traffic cycles.
- Ability to adapt to changing situations and multitask.
- Think creatively and solve problems.
- Ability to conduct tasks simultaneously with grace and ease.

What We Offer
- Competitive Benefits Package
- 403B Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development
- Work-Life Balance

Working Conditions
- Must be available to work a flexible schedule and may require local travel during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

Salary Range
$52,000 - $58,000

How to Apply
https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1

Please Note
You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.