



Development Associate – Communications and Events Focus

ORGANIZATIONAL OVERVIEW

About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Leveraging a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training and coaching from professional educators.

Over the past eight years, 97% of our graduating students have matriculated to college, and 82% of them have persisted through their undergraduate years. On average, more than 70% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013 and a third site in Somerville in 2018. As an independent 501c3 nonprofit, Breakthrough Greater Boston is part of The Breakthrough Collaborative, a national educational movement working to improve educational outcomes for youth across 25 U.S. cities.

With a deep commitment to our mission, BTGB operates with the highest standards of integrity and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families and teachers. Our team is diverse, high-performing and dedicated. We continue to build an organizational culture that emphasizes our core values for every member of our community:

- **Spirit:** We cherish and embody the youthful energy and spirit of our students and teachers
- **Continual Learning:** Everyone in our community has something to learn and something to teach
- **Team Together:** We all chip in to accomplish whatever is needed for our teammates and the broader organization
- **Student Centered:** Our students are our first priority and our decisions center around what benefits our students
- **Equity and Opportunity:** We value diversity of identity, background and thought. We treat everyone with dignity and respect
- **Excellence in Everything:** We maintain high expectations for ourselves

Breakthrough Greater Boston encourages individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that diversity in every way. We welcome and encourage all qualified applicants who share that same vision, as we wish to engage all those who can contribute to our work and this mission.

THE OPPORTUNITY

BTGB is currently seeking a motivated and professional Development Associate with a focus on Events and Communications to play a critical role in the organization's development function as we expand our reach, programmatic impact, and the funding base necessary to support such growth. The Development Associate will be someone who has project management and communication skills, is highly detail-oriented, takes tremendous pride in their work, and strives for excellence. They will be excited about making a real impact in people's lives, enjoy new challenges, and be eager to help extend the impact of BTGB's work to more students and teachers. The Development Associate will report to the Managing Director of Development and Partnerships and will work alongside two other Development team members. Additionally, this role will work closely with the Executive Director, Operations Team, and Program Team.

POSITION OUTCOMES

A successful Communications and Events Associate will:

- Become knowledgeable about Breakthrough Greater Boston's Programming and be able to tell a compelling story about the impact of the organization
- Manage the writing and design of marketing communications across multiple print and digital platforms to a variety of external audiences
- Manage Breakthrough's events including our major annual events and smaller tailored event experiences
- Ensure regular volunteer engagement opportunities that align with Breakthrough's student-centered philosophy and approach
- Maintain partner and volunteer data within the organization's development database, and provide analysis of marketing communications data

YOUR CONTRIBUTION

In this exciting role, you will be responsible for a variety of critical development and communication responsibilities including:

Communications and Marketing

- Manage a calendar of communications that incorporates planned outreach and updates across social media, email, print mailings, and BTGB's website that will go to donors, partners, volunteers, and other external constituents
- Oversee the design and updating of BTGB's branded collateral
- Manage the design and creation of email and hard copy content, quarterly newsletter, and periodic e-communications to donors, friends, and prospective donors
- Take primary responsibility for updating and maintaining the Breakthrough Greater Boston website
- Develop and manage the strategy for BTGB's social media platforms, ensuring timely and interactive social media content
- Write and distribute media releases about important Breakthrough news and events as needed

Event Management and Production

- Assist with the planning and management of all Breakthrough events, including BTGB's three annual events: the Breakthrough Gala (a large fundraiser), Celebration (a student and family event), and Breakthroughs in Education (a content-driven cultivation event). Tasks include vendor

management, communication with guests and hosts, and taking a lead role in creating printed materials

- Oversee all vendor relationships to ensure smooth event logistics
- Manage the production of event-related print and electronic materials (invitations, programs, signage, etc.)
- Support the solicitation of corporate event sponsors and hosts and the delivery of sponsorship/host benefits
- In partnership with other members of the Development Team, create a pipeline of vetted corporate sponsor prospects, ensuring an annual increase of funding from corporate donors that is in line with the organization's stated revenue goals

Volunteer & Partner Management

- Develop and manage Breakthrough's annual volunteer calendar, which will include both regular and one-off volunteer events and all associated logistics
- Lead on outreach to key volunteer networks and corporate partners
- Work in close partnership with the members of the Program Team to coordinate and volunteer engagement requests and opportunities
- Support site visits to Breakthrough's programs for all external visitors including donors, prospects, volunteers, and partners

Data Management

- Take primary responsibility for maintaining corporate partner and volunteer records, gift acknowledgments, and running reports in the organization's development database (Salesforce)
- Maintain lists of key media contacts and elected officials for outreach as needed
- Manage efficient and effective methods for tracking corporate partners, volunteers, and in-kind donations
- Analyze communications data so that BTGB can make informed decisions on future communications and marketing strategies

YOUR BACKGROUND AND QUALIFICATIONS

As the incoming Development Associate, you will possess many, though perhaps not all, of the following characteristics and qualifications:

- Passion for the mission of BTGB, closing opportunity gaps, and training the next generation of urban teachers
- Up to two years of relevant work experience; direct experience with communications and events preferred
- Strong computer skills that include experience with donor databases (Salesforce preferred), Microsoft Office, social media platforms, design software (such as InDesign), and marketing platforms (such as Mailchimp and Wordpress).
- An unwavering commitment to equity, in deepening your personal understanding and in advancing our collective work
- Outstanding interpersonal and communication skills with students, families, and educators
- Strong organization and project management skills
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment, and handle high-pressure situations

- Exceptional written and verbal communication skills with the ability to interact effectively with a variety of audiences
- Team player who demonstrates a positive attitude, sense of humor, energy, entrepreneurial spirit, and dedication to collaboration
- Prior experience with Breakthrough model is highly desirable; familiarity with partner schools or districts is a plus
- Flexibility that allows for periodic work on Saturdays and evenings
- Candidates of color and those from low-income backgrounds are strongly encouraged to apply as are those with fluency in Spanish, Haitian Creole, Amharic, Somali, Arabic, Bengali, Hindi, Tigrinya or Urdu
- Bachelor's degree or equivalent experience required

COMPENSATION

Breakthrough Greater Boston offers a competitive compensation package and is deeply committed to pay equity and transparency. The salary range for this position is **\$46,402-62,779**; Breakthrough Greater Boston makes an offer based on relevant years of experience and does not negotiate salaries.

HOW TO JOIN OUR TEAM

If you are interested in learning more about how your passion and experience can help Breakthrough meet its mission and grow its impact, please submit your resume and a **thoughtful and targeted cover letter** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Applications can be submitted to Emma Samler, Managing Director of Development and Partnerships, at jobs@btgbmail.org.

Applications will be reviewed on a rolling basis. Learn more about Breakthrough Greater Boston at www.breakthroughgreaterboston.org.