



Donor Relations Coordinator

About the Opportunity

826 Boston's Donor Relations Coordinator will be a key support for 826 Boston's Development and Communications team. This role will be critical in maintaining accurate records and data, which are the foundation of our fundraising efforts. Utilizing a substantial pre-existing donor network in addition to outreach through new and innovative channels, the Coordinator will be highly involved in donor relations, including support work for an upcoming capital campaign to fuel growth at the organization. The ideal candidate is a fast learner who is detail-oriented and a flexible team player.

Mission

826 Boston is a nonprofit writing, tutoring, and publishing organization where students in grades K-12 and beyond can share their stories, amplify their voices, and develop as leaders in school and in life.

Responsibilities

Donor cultivation and stewardship

- Oversee donor gift processing, including setting up bank deposits, data entry, and personalized acknowledgments.
- Manage accurate and consistent tracking of donor communication and touchpoints in the donor database.
- Collaborate with the Development Director and Financial Manager to create reports that track the progress toward the team's annual goals.
- Coordinate mailings of student-authored books to donors, volunteers, and community partners.
- Help the development team prepare for fundraising events and serve as an ambassador for the organization at those events.

Support for leadership giving

- Conduct prospect research, prepare briefing materials for donor visits, draft correspondence, and set up meetings for the Development Director, Executive Director, and board members.



- Manage donor follow-up tasks such as pledge fulfillment, preparing capital campaign updates, and assembling components of proposals.
- Assist the Institutional Giving Manager with researching and reviewing grant applications and reports.
- Collaborate with the Communications Director to create materials to tell the organization's story, share the impact of the capital campaign, and maintain consistent messaging.

Qualifications

The ideal candidate is a team player with a steadfast commitment to improving the quality of K-12 education, a desire to work in a collaborative and inclusive culture, and a passion for youth empowerment through writing and publishing.

826 Boston recognizes that impostor syndrome and the confidence gap might prevent some applicants from applying. Few candidates will have all of the relevant experience listed below, but 826 Boston is committed to assessing candidates with transferable skills and a willingness to be trained for this role.

Skills and Experiences

- At least one year of experience in fundraising
- Ability to multi-task and work independently, including initiating contact and building relationships
- Excellent interpersonal, analytical, and organizational skills
- Computer proficiency in Google Suite and familiarity with a donor database/customer relationship management software (experience with Salesforce is a plus)
- Strong project management skills, with a special focus on team collaboration
- Must have strong written communication skills with an emphasis on proofreading
- Experience with mission-aligned nonprofits in Boston is a plus



Compensation

Salary and Benefits: 826 Boston offers a competitive salary commensurate with experience in a similar position with the potential for an annual performance-based bonus. The salary range for this position is \$45,150 - \$52,500 hours per week.

We are committed to equity, trust, and transparency in compensation. Basing compensation on someone's ability to negotiate or their prior salary can lead to inequities and bias in how people are paid, particularly for groups experiencing historical oppression. Therefore, we do not ask for prior pay history from our candidates and our offer-making process is negotiation-free for salaries and benefits. We determine the best possible salary offer based on relevant experience and the extent to which candidates demonstrate the competencies for the role during the entire hiring process. New hires are typically brought into the organization at a salary between the range minimum and the salary range midpoint depending on qualifications, internal equity, and the budgeted amount for the role.

Benefits include generous paid time off (including vacation, sick leave, holidays, and a two-week winter break); flexible work schedules with hybrid options; health and dental insurance (826 Boston covers 80% of premiums); parental leave; and more.

This is an exempt, full-time position that reports to the Senior Manager of Development and Events. The ideal start date is September 5, 2023.

826 Boston Diversity, Equity, and Inclusion Statement

At 826 Boston, we honor and actively work toward diversity, equity, and inclusion (DEI) across our organization. We are committed to centering the voices of the students who we serve, to creating inclusive spaces, and to incorporating feedback from our community into our decision-making processes. Our DEI lens is always evolving through the courageous conversations in which we participate and the relationships that we build through our work and service. We strengthen our cultural competency through experience, training, and feedback, which informs the development



of all new organizational practices and goals and the evaluation of all existing procedures.

826 Boston is dedicated to providing a platform for student advocacy through writing and publishing opportunities. In our work and mission, we are committed to dismantling white supremacy culture by recognizing that we are complicit in systems of racism and oppression. We will work to hold ourselves accountable in addressing these harmful structures and behaviors.

About Us

826 Boston is part of a national network of youth writing centers, co-founded by the award-winning author Dave Eggers and educator Nínive Calegari, that were named in GOOD Magazine's "30 Places We Want to Work." Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 30,000 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 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*. In 2013, the 826 National network garnered the prestigious American Literacy Prize awarded by the Library of Congress.

Accommodations

826 Boston provides reasonable accommodations for candidates with disabilities at every stage of the application process. Disclosing a disability or requesting a need for accommodations is a separate process from admissions and will have absolutely no bearing on a candidate's application status. 826 Boston will make every effort to meet your request, but specific requests are not guaranteed. If you need to request an accommodation, please contact Catherine Gomez at catherine@826boston.org.

How to Apply

Submit resume and cover letter to:

<https://826boston.bamboohr.com/careers/84>



Please include why you are interested in 826 Boston and how your experience has prepared you for this position in your cover letter. The priority application deadline for this position is July 15. After that date, applications will be considered on a rolling basis. It is in your best interest to apply as soon as possible.

All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.