Our School

Beacon Academy closes the opportunity gap for a cadre of Boston’s bright and determined students. Striving for educational equity using a lens of social justice, we help our students create life changing opportunities as they build lives of purpose, community, and impact. Our 10-Year Model begins with our Academy Year – a 14-month term filled with academic rigor, personal development, and exciting life experiences – followed by diverse support programs for our alumni throughout high school, college, and early careers. Not only do we prepare students for futures of curiosity and well-being, but we also stay connected with them, offering resources to promote success from their first day at Beacon into their first careers. We value our community and strive for a sense of belonging at Beacon. To achieve that, we honor each person’s dignity and humanity, bring a learning mindset to our work, encourage honest and direct feedback, and look for joy even in challenging spaces. We invite you to contribute to these core values of Beacon.

Commitment to Equity, Inclusion, Diversity, Belonging and Joy!

At Beacon Academy we center our work on the educational success and well-being of the students and alumni of color we serve. We, therefore, hold ourselves accountable to the following principles:

- Recognizing the humanity and dignity in each person no matter their role, title, or responsibilities.
- Embracing equity as a common goal demonstrated by leveraging and sharing our power, influence, knowledge, and experience to level the playing field and dismantle barriers to educational success and well-being.
- Co-creating a sense of belonging where our team, students, families, and volunteers feel welcomed, respected, supported, and valued to fully participate in the community.
- Leading with curiosity by first seeking to understand the need.
- Ensuring accountability to our students and our team.
- Discovering joy by celebrating successes and lessons even if the outcome was not as expected.
Associate Director, External Relations

**Start Date:** July 2023  
**Reports to:** Director of Development and Engagement  
**Exempt/Nonexempt:** 1.0  
**Schedule:** Typically, Monday through Friday 9am to 5pm with occasional nights or weekend work.  
**Work Year:** Full-time, exempt, year-round position (summers included)  
**Benefits Eligible:** Yes

**Job Summary**

The Associate Director, External Relations is a new role and will be a key contributor to Beacon Academy’s presence and impact in educational equity. This position will be responsible for increasing Beacon Academy’s visibility across multiple platforms and audiences and will work to increase Beacon Academy’s presence in the educational space. This role will provide support to Beacon’s volunteer and donor community, ensure alignment of internal/external messaging, and support marketing/recruitment strategies to attract student applicants for incoming cohorts. In addition, the Associate Director will organize and manage special events and projects. This position reports to the Director of Development and Engagement and collaborates with the CEO & Head of School.

**Essential Duties & Responsibilities:**

**External Presence**
- Lead the development and production of publications including newsletters and other written correspondence; draft articles for publication related to themes of educational equity and other relevant topics.
- Organize external-facing events in collaboration with the Director of Development and Engagement.
- Participate in the development of a multimedia communication and marketing strategy.
- Manage and oversee Beacon Academy’s website, website developer, and all social media channels (including LinkedIn, Instagram, Facebook, and Twitter) to advance the culture of philanthropy, expand exposure for recruitment, and increase alumni presence.
• Track communication, social media, and marketing analytics; produce monthly and board reports.
• Provide guidance for the use of Beacon Academy’s institutional brand and ensure there is consistent formatting and style across written materials; advise staff on how to best reinforce brand consistency across all materials.

Recruitment/Engagement
• Work in conjunction with the Admissions Team to advise on strategies for effectively attracting and recruiting student candidates for each incoming cohort.
• Work in collaboration with the Alumni Team to implement a marketing plan to engage alumni and produce alumni-focused resources, newsletters, and event materials.

Volunteer/Donor Relations
• Collaborate with the Director of Development and Engagement to meet Beacon’s needs for volunteer support from Academy Year to career.
• In partnership with the Director of Development and Engagement, manage communications for development and event marketing, including annual appeals and event programs.

Special Events & Projects
• Collaborate with the CEO & Head of School to design and implement special events, including speaker series and symposia.
• Contribute to team efforts by accomplishing related tasks and special projects, as requested including advising students as needed.

Qualifications:
• Demonstrated ability to embrace and share Beacon’s mission and its commitment to diversity, equity, inclusion, and belonging
• Ability to collaborate with a diverse group of community members with fairness, respect, consistency, and integrity
• Demonstrated ability to work independently and meet agreed-upon timeframes
• Bachelor’s degree in a related field
• Minimum 3 years’ experience in development, volunteer/alumni relations, communications, or a similar field
• Minimum of 2 years’ experience with project coordination and/or project management
• Working knowledge of a variety of media, including social media, print, and web communications
Excellent writing, editing, and proofreading skills, such as preparing presentations and writing speeches and articles

Excellent verbal communication skills, with experience in presenting information to groups and individuals

Expertise with development databases, Salesforce preferred

Mastery of Microsoft Office applications

Meticulous attention to detail

Physical Demands:

- This position works onsite in our school office environment. Must be able to travel within New England and work evenings and weekends, as necessary. A valid driver’s license is preferred.
- An ability to lift 5-10lbs.

Employee Benefits:

- Generous paid time off
- Insurance coverage - Health, Vision, and Dental
- Life, short-term, and long-term disability insurance
- Retirement plan with matching employer contribution after the first year
- Flexible Spending Accounts - Health and Dependent Care
- Convenient location with parking and accessible to public transportation

To Apply:

To apply, please send a cover letter and resume to hr@beaconacademy.org with the subject line “Associate Director, External Relations”. Only candidates who submit all requested materials will be considered. No phone calls, please. Beacon Academy is an Equal Opportunity Employer.
The Beacon Community

A key priority for Beacon this year is maintaining and strengthening a sense of community. Our community consists of students, alumni, parents, caregivers, faculty, staff, Board members, volunteers, corporate and community partners, and donors who bring our mission to life and sustain our robust 10-Year journey from Academy year to career for over 350 students and alumni. We are committed to embracing educational equity as a common goal and are grateful to our community for helping us work to achieve it. When we come together as a community, there is no limit to the number of life-changing opportunities we can create for these students and many more.
Beacon’s CEO/Head of School’s Vision

Charles E. Carter, Jr., Ph.D., LICSW brings more than 25 years of experience working with and leading nonprofit organizations that focus on youth development and education, and he has committed his career to improving social and economic justice for Black and Brown communities. As Beacon’s leader, Dr. Carter envisions Beacon as a place where students expand their brilliance and discover their power to achieve their dreams.

Location

In 2021, Beacon Academy moved to its own building at 814 South Street, in the heart of Roslindale Village. This impressive 17,000 square foot granite church was most recently the base for the Boston School of Modern Languages. The spacious meeting areas, classrooms, and offices have facilitated efficient communication and collaboration among faculty, staff, students, alumni, and volunteers. Beacon values the in-person connections that are fostered in this new location and looks forward to the new memories that will be made in this space.