

## **Boston Bar Association Seeks a Sponsorship & Development Assistant**

The BBA is a professional membership association for lawyers located in downtown Boston. We are searching for an enthusiastic, customer service-oriented individual who has superb organizational skills to join our team and gain invaluable experience through non-profit and development work.

If you are interested, submit your resume along with a compelling cover letter reflecting how you stand out as the ideal candidate - email [hr@bostonbar.org](mailto:hr@bostonbar.org) today.

### **POSITION DESCRIPTION**

**TITLE:** Sponsorship & Development Assistant

**DEPARTMENT:** Business Development

**REPORTS TO:** Director of Marketing and Sponsor Engagement

#### **POSITION**

**SUMMARY:** Provides administrative support and research for the following programs: corporate sponsors, major donors, and development programs.

**HOURS:** 9:00-5:00 (May require additional time commitment outside of normal hours).

**LOCATION:** 16 Beacon Street Boston, MA 02108.  
Position is eligible for 1-2 days remote work after introductory period.

**DATE:** **March 2023**

#### **RESPONSIBILITIES:**

- Oversee administrative tasks for sponsor firm programs including updating engagement reports, data entry, tracking key sponsors, scheduling meetings with sponsor firms and assisting with sponsor billing.
- Conduct research on potential sponsor firms, corporate benefit partners and compile materials for sales pitches.
- Coordinate compilation and mailing of welcome packets for new Boston area firms and new attorneys at current sponsor firms.
- Monitor all Sponsor Firm and Corporate Sponsor social media accounts for shareable content.
- Serve as main contact for Sponsor Firms to submit Law Firm News and produce weekly newsletter.
- Maintain sponsor firm listing and logos updated for website, emails and print ads,
- Provide administrative support for Managing Partner Forum and other leadership groups.

- Track and update key contacts at current and prospective sponsor organizations.
- Report to the Director of Development for all administrative tasks related to our individual fundraising and major donor programs including updating prospect lists; drafting and processing acknowledgment letters; maintaining website and database records; assisting with donor events and data collection as necessary.
- Compile photos, news, sample announcements and other collateral following conferences, events, volunteer days, interviews, etc. to share with sponsors and major donors.
- Coordinate special invitations and correspondence to key donors and firm contacts
- Back up on general Membership Customer Service
- Other duties as necessary.

**Qualifications:**

- 0-2 years' experience in a customer facing role.
- Interest in growing in development and non-profit role.
- Excellent customer service skills over the phone and in person.
- Extremely organized, with keen attention to detail and ability to multitask.
- Creative problem solver who is proactive and able to work independently.
- Proficiency with Microsoft Office (Word, Outlook, Excel) is required. Salesforce experience is a plus.
- A college degree is strongly preferred.

Interested candidates must submit: a **resume**, a **cover letter** explaining how your qualifications and experience make you a strong candidate for working on our team to [hr@bostonbar.org](mailto:hr@bostonbar.org).

*This job description is intended only to provide general guidance. It is understood that the position may evolve over time, and that additional or different duties may be added at the management's discretion. It is the policy of the BBA/F to review and update job descriptions annually, however updates or revisions may occur within a given year as indicated.*