



Open Position: Development and Communications Manager

Reports to: Chief Operating Officer

Shift: Full-time

Salary: Commensurate with experience

The Boston Higher Education Resource Center (HERC) equips first generation youth to obtain a higher education, break the cycle of poverty, and become agents of change in their communities. We are looking to add a mission-driven team-player with a heart for service and a commitment to seeing first-generation to college youth achieve their college and career goals and dreams. The Boston HERC seeks to fill this position in order to build our development and communications staff team, and ensure we have the infrastructure in place to adequately support the expansion of programming, in order to serve more first-generation students over longer periods of time.

Job Responsibilities:

- Participate in developing fundraising, development, and communication programs, in partnership with the COO and CEO, that focus on long-term transformational partnerships with philanthropic partners including foundations, individuals, and government entities
- Manage donor data and data processes that ensure the Boston HERC is equipped to adequately cultivate and manage philanthropic partnerships, especially as the organization grows
- Build development initiative around Boston HERC's alumni, particularly with a focus on those who are into their careers, in partnership with the Alumni Success Program
- Plan and manage donor cultivation and fundraising events such as house parties, lunch and learns
- Steward donor appreciation program and processes
- Serve as the primary relationship manager with a key set of partners across development categories
- Participate in grant writing and grant reporting processes and foundation research
- Drive the creation of a set of key communication materials and methods such as e-news, annual reports, and the website
- Work to expand Boston HERC's individual giving through network building

Skills/Experiences Strongly Preferred:

- 5 + years' experience in nonprofit development and/or communications, or equivalent experience
- Strong writing and storytelling ability
- Event organizing experience
- 1st generation college grad, or experience working with 1st generation college students preferred
- Strong attention to detail and organization
- Familiarity with Salesforce database
- Experience with website, design software, and/or video creation and editing preferred
- Bilingual English/Spanish
- Committed to Christian Principles

To apply, please email a cover letter and resume to Erin Diaz (ediaz@bostonherc.org) and Carolina De Jesus (cdejesus@bostonherc.org).