



Open Position: Development and Communications Associate

Reports to: Chief Operating Officer

Shift: Full-time (35 hours per week)

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. The Boston HERC seeks to fill this newly created 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:

Communications

- Manage e-news and e-fundraisers to Boston HERC supporters and partners
- Gather and craft stories through interviews with program participants, alumni, volunteers, staff and donors, both for specific fundraising collateral as well as the organizational story bank
- Manage content of website updates
- Participate in creation of development collateral material (i.e., brochures, 4-pagers, etc.)
- Manage content and posting of social media accounts

Fundraising

- Assist with grant-writing and grant-reporting, and foundation research
- Organize fundraising and donor cultivation events (i.e., “thank you” appetizer hours, house parties hosted by Boston HERC volunteers, office “lunch and learns”, Closing Celebration)
- Manage donor appreciation program and tasks
- Engage in individual donor outreach, cultivation, and fundraising asks, including through monthly donor program
- Work to expand Boston HERC individual giving through network building
- Assist in preparation of contract invoices

Donor System Management

- Work with Data Administrator to create space in Salesforce database for donor tracking
- Maintain up to date donor records

Skills/Experiences Strongly Preferred:

- Experience in nonprofit development and/or communications
- 1st generation college grad, or experience working with 1st generation college students
- Strong writing and storytelling skills

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- Strong interpersonal communication skills
- Event organizing experience
- Comfort with fundraising and making financial asks
- Strong attention to detail and organization
- Experience with wordpress
- Bilingual English/Spanish
- Experience with graphic design a plus