



JOB POSTING • Development & Communications Assistant (Half-Time)

October 2019

The Eliot School inspires lifelong learning in craftsmanship and creativity for all. We cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship and community. We believe everyone deserves access to excellent art education and the opportunity to make things by hand.

More than 3,600 students learn from us each year. Our In-House Program offers classes for all ages in woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts/mixed media. Our School & Community Partnerships provide classes to children in Boston's schools and community centers. Teen Bridge supports a select group of teens in visual and manual arts, and our Artist in Residence program works with Teen Bridge to produce public art on important social themes.

The **Development & Communications Assistant** works closely with the school's Development Officer and Program Directors as well as event staff and volunteers. This is a 20-hour/week job, with schedule to be negotiated.

Responsibilities:

Communications:

- Maintain and implement communications calendar, including social media, e-newsletter, website and blog, ads, etc.
- Support Program and Development staff to calendar and implement production of printed material.
- Monitor and report on communications data, including online engagement, print runs, costs.

Development:

- Work with Development staff to develop and implement donor engagement and solicitation strategies.
- Support annual and ongoing fundraising plans, including assisting with annual mailings, donor events and communications.
- Keep fundraising database up to date, including data entry, updates and reporting.
- Prepare acknowledgment letters, stewardship letters and other donor correspondence.

Events:

- Assist in planning, coordination, logistics and implementation of fundraising and program events, including small donor events, house parties, gala, artists' talks, exhibitions, family craft days.

Qualifications:

- Highly organized, and able to keep on track for deadlines;
- Accurate and detail-oriented;
- Excellent writing skills;
- Comfortable with/able to learn and adapt to social media, database, MailChimp and other electronic/digital technology;
- Able to listen carefully and apply what is learned to tasks;
- Reliable;
- Self-managing; able to work both independently and with others;
- Good at time management;

- Interest and/or experience in visual/manual arts and arts education;
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion.

The Eliot School is an Equal Opportunity employer and is committed to maintaining a diverse workplace that is welcoming to all.

Salary & Benefits:

c. \$19/hour, or c. \$20,000/year for ½ time.

To apply: Send resume, cover letter, writing sample and 3 professional references to Abigail Norman, Executive Director: anorman@eliot.school.org with “Development & Communications Assistant” in the subject line.

Deadline: October 23, 2019. Applications accepted on a rolling basis until the position is filled.