JOB POSTING • Development & Communications Assistant (Full-Time)
June 2021

THE ELIOT SCHOOL

The Eliot School inspires lifelong learning in craft and creativity for all. Our programs cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship, and community. We sustain connections to communities in Greater Boston and beyond. ~7,000 people (in non-COVID times) engage with us each year. Classes for all ages take place in our schoolhouse and annex, and, for youth, in schools and community centers throughout Boston. Our focus is on manual arts, including woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts/mixed media. Other programs include creative youth development, an annual artist’s residency, talks and other events.

The Eliot School staff and board have made explicit commitments to three strategic imperatives: racial equity, artistic excellence, and financial sustainability. This position supports that commitment.

More than half of our students are young people of color in Boston’s public schools and community centers. Our staff and board that reflect the diversity of the communities we serve. We are actively taking a thought-leadership role to interrogate racial inequity driven by foundational, structural, and historical issues in the fields of craft and art education. As part of this, we co-lead the national Racial Equity in Craft Peer Learning Group. We believe that imagination and art-making can support questioning, engagement, and recognition of one’s power to shape one’s world. As we rebuild from the pandemic, we remain committed to our mission—the mandate to serve all.

DEVELOPMENT & COMMUNICATIONS ASSISTANT

The Development & Communications Assistant is an enthusiastic, self-starting team player who reports to and provides administrative support to the Director of Development and Communication. The Assistant collaborates with other staff members to play a key role in the success of the school’s year-round development, communication, and marketing efforts. The Assistant supports and coordinates development operations; manages our donor database and gift processing; and supports communications, outreach, and fundraising campaigns. This position provides many opportunities for networking, skill-building, and professional development.

CORE RESPONSIBILITIES

- Provide general administrative support to ensure the continuous, efficient, and smooth operation of the Development and Communications team.
- Support development/communications plans and strategies.
- Update online fundraising pages, third-party platforms, website homepage and landing pages.

DIGITAL MARKETING & COMMUNICATIONS:

- Support institutional and programmatic promotional campaigns.
- Field communications from the public and respond to general inquiries.
- Record and report on key performance indicators: analytics for social media, ads, email marketing, website traffic.
- Work with all staff to calendar, gather, and prepare content for e-newsletter, social media, and other communications.
- Uphold the Eliot School’s style guide.
• Follow digital marketing best practices.

**DEVELOPMENT:**
• Work with Director of Development and Communication to develop and implement donor cultivation, 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.
• Maintain timely gift processing and report generation.
• Prepare and issue acknowledgment letters, stewardship letters, and other donor correspondence.

**OTHER:**
• Assist in planning, logistics, and implementation of in-person and virtual fundraising and program events, including small donor events, house parties, gala, artists’ talks, exhibitions, family craft days.
• Help steward an internal culture of philanthropy and mutual support, including through staff meetings and support.

**Qualifications & Skills**
We hope for a combination of the following. Candidates need not fulfill every item, but we will weigh all these factors in our hiring decision.

**EXPERIENCE**
• Demonstrated experience with customer service and ability to work and communicate well with stakeholders from diverse backgrounds.
• Experience using Microsoft Office Suite, Hootsuite, Constant Contact/Mailchimp. (Adobe/Canva experience a plus).
• Database experience (prior work with a fundraising database is a big plus)
• Experience using social media channels, marketing, and analytics.

**ATTRIBUTES**
• Ability to work independently, collaboratively, and reliably.
• Positive outlook and problem-solving attitude.
• Exceptional attention to detail. Excellent time management and organizational skills.
• Excellent written, verbal, and interpersonal communication skills.
• A proactive approach and outcome-focused mindset, flexible and focused on solutions.
• Demonstrated experience with racial equity transformation in organizations or community efforts.
• Comfortable with technology, and able to adapt to new software and systems.
• The highest ethical standards and discretion.
• Strong commitment to the Eliot School’s mission of lifelong learning in craft and creativity for all.

**ADDITIONAL QUALIFICATIONS**
• Experience planning events
• Bilingual fluency a plus: Spanish, Mandarin, etc.

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

**Salary & Benefits:**
Salary commensurate with experience, $40,000–$44,000 full-time. Health insurance (partial); employer match for 401K retirement plan; family & medical leave. This full-time position offers the option to construct a flexible schedule and hybrid in-person/WFH. It requires some evening and weekend hours depending on programs.
To Apply:
Send resume, cover letter and three professional references to Titi Ngwenya, Director of Development & Communications at tngwenya@elioetschool.org with “Development & Communications Assistant” in the subject line. We hope for an August start date, but will accept applications on a rolling basis until the position is filled. For job posting purposes, the deadline is listed as July 14, 2021. Please no phone calls.