



english for **NEW BOSTONIANS**

JOB OPENING

Development and Communications Coordinator

July 2019

English for New Bostonians (ENB) creates opportunities for immigrants to learn English and pursue their educational, economic and civic aspirations. ENB's strategy includes investment, innovation, leadership and advocacy. We support ESOL programs and lead the statewide English Works Campaign uniting employers, community leaders, students, unions, and educators in the call for greater investment in English language learning programs. Each year, ENB programs provide a gateway for 1,100 immigrants to fully participate in economic and civic life.

Development & Communications Coordinator Position:

ENB seeks a creative, energetic member of our team to work closely with the Director of Communications and Development, the Executive Director and other staff to implement our ambitious development and communications strategy. The Development & Communications Coordinator will:

- Help grow our base of support from individual and corporate donors;
- Assist with our successful annual campaigns and special events; and
- Promote dynamic communications with diverse stakeholders for the purpose of elevating ENB, immigrant voices, and the value of ESOL to the Commonwealth.

This is an exciting opportunity for a highly organized, detail oriented communicator who wants to help build a strong non-profit organization. This is a full-time position, working with ENB's committed staff, board and volunteers at the cutting edge of immigrant education, workforce development and social justice!

Responsibilities

Working with the Director of Development and Communications, the **Development and Communications Coordinator** will help implement our comprehensive development and communications strategy that emphasizes identifying, cultivating, and soliciting donations annually from individuals, foundations, corporations and corporate funders.

Development:

- Coordinate the use of our donor database, including entering, tracking and acknowledging all donations.
- Support the accurate and efficient use of the database with team members, training others as needed.

- Manage the operations of semi-annual email and letter fundraising appeals, including preparing prospective donor lists and reports, creating mail merged letter campaigns, coordinating volunteers for postal mailings, and tracking results
- Prepare materials and help manage sponsorship requests to philanthropic, corporate, and other relevant sources.
- Conduct donor prospect research to support the Director, Executive Director and Board.
- Provide creative ideas and support on fundraising events, including house parties and ENB's annual fundraising breakfast.
- Work with the Executive Director and development staff and consultant to identify and research foundation prospects, and assist with submissions and tracking.
- Work with interns and volunteers dedicated to assisting on development functions.

Communications:

- Assist with general and 1-on-1 communication with businesses and other organizations to encourage their investment in the language skills of the immigrant workforce.
- Help develop materials, outreach and communications with members of ENB's newly formed Corporate Partners' Circle.
- Assist in implementation of external communication strategies (website, robust social media presence, e-newsletters, printed materials, etc.) to deliver consistent organizational branding and impact messaging.
- Expand ENB's creative use of social media for advancing fundraising activities.

Skills and Qualifications

The ideal candidate will have most of the following attributes:

- Bachelor's degree and/or professional experience in development, marketing, communications or related non-profit field.
- Proficient in Microsoft Office, including mail merge, and Google Apps
- Aptitude for utilizing information technology, including fundraising databases.
- Experience using design programs (e.g. InDesign, Acrobat, PhotoShop) and web content management systems (CMS).
- Experience using social media to promote a mission-driven cause.
- Highly organized and able to multi-task and prioritize work, with careful attention to detail.
- Ability to communicate effectively and professionally, both orally and in writing, within the organization and with donors.
- Ability to effectively identify, analyze and solve problems.

- Ability to work in a fast-paced, dynamic environment as a part of a diverse team, taking on independent tasks and supporting team projects.
- Discretion and good judgement when dealing with donor information.
- Bilingual skill is a plus.

Compensation

Competitive annual salary commensurate with experience, including the following benefits package:

- Health, dental, and life insurance.
- 403(b) retirement plan, with additional contribution by ENB after two years
- Pre-tax transportation plan.
- Paid holidays, vacation days, personal days, and sick leave including annual office closure between Christmas Eve – New Year’s Day.

To Apply:

Email a cover letter and résumé, with listing of three references to info@englishfornewbostonians.org by July 19 using subject line “Development and Communications Coordinator.” Applications will be reviewed as received. Please, no phone inquiries.

*ENB is an Equal Opportunity Employer
and encourages women and people of color to apply.*