



BOSTON TRINITY ACADEMY

Development Associate - Parent Engagement/Events Coordinator

Revised: June 30, 2024

Overview

Boston Trinity Academy is a Christian, college-preparatory school for students in grades 6-12. Our mission is to educate students from diverse backgrounds in an academically demanding, Christ-centered community, inspiring them to lead lives of faith, integrity, and service. Our strong commitment to diversity ensures that all promising students, regardless of their racial or socioeconomic background, can receive a world-class education that will prepare them for success in college and life. To that end, each year we award over \$2MM of scholarship to 60% of our students, making us the most diverse private high school in Massachusetts. 99% of our students are accepted into a four-year college and 83% graduate within 5 years.

For more information: www.bostontrinity.org and www.bostontrinity.org/transform.

Job Description

The ideal candidate will be someone who loves organizing people to create joyful community and make a difference. The primary responsibilities will be to unify our parent community, strengthen the engagement of our parents, and oversee all parent-related events. This person should have strong administrative skills, be detail-oriented, and have a positive, flexible, and team-oriented attitude.

This position works under the Director of Development but will also be working closely with Admission and Marketing on certain tasks. The Development Team is responsible for engaging all our key constituents and raising funds to further the mission of the school. There is a large amount of collaboration, and exact responsibilities may evolve over time to best balance priorities, workload, and strengths in the team.

Parent Engagement Responsibilities

- Recruit Parent Association (PA) Officers and Class Parents
- Work with PA Officers to set and achieve their goals.
- Attend monthly Parent Association meetings and collaborate on agenda.
- Help Class Parents coordinate activities (events at school, class get togethers, etc.).
- Recruit Parent Advocates (who may also be PA Officers and/or Class Parents) to assist with marketing and fundraising.
- Work with the Director of Development, PA, Class Parents, and Parent Advocates to ensure a successful Parent Campaign each year. Our goal is to reach 100% parent giving participation.
- Launch and coordinate the Friends and Ambassadors Network (FAN) Program with the Admission and Marketing Departments. This program recruits Parent Advocates and friends of the school to participate in a word-of-mouth marketing campaign.

- Send weekly communications to the Marketing/Communications department to ensure clear communication with parents through our weekly school newsletter.
- Produce monthly PA Newsletter along with PA Volunteer Coordinator.
- Attend weekly Parents in Prayer and coordinate Parents in Prayer emails and communications for the weekly school newsletter.
- Represent the Parent Association at New Parent Orientations in the spring and the New Parent Dinner in the fall.
- Manage Peerpal, our portal to connect interested families with our current families.

Parent Events Responsibilities

- Oversee parent-related Development events, including the New Parents Dinner, Annual Parent Dinner, and Parent Campaign award lunches for faculty and students.
- Partner with the Admission Department on the Back-to-School Social event, 6th/7th Grade Parent Night, and 8th Grade Parent Night.
- Work alongside the **PA** to coordinate PA events, including Milk & Cookies for students during exams (Dec), the Cultural Lunch (Apr), First Friday Parent Coffees, and other miscellaneous events (Pizza Sales, Uniform Sales, Bake Sales, Pumpkin Contest, Candy Grams, etc.).
- Solicit parent volunteers and assist with certain school-wide receptions, such as our Back-to-School Social, Arts Nights, Symposium, 8th Grade Moving Up, and Baccalaureate.

Other Responsibilities

- Assist in campaigns, events, and projects as needed. In particular, assistance may be needed for an upcoming capital campaign.
- Be available to attend a certain number of Open Houses and School Fairs.
- Serve as an advisor for a group of students.

Primary Skills:

- High EQ and ability to work with and manage people from diverse backgrounds
- Excellent written and verbal communication skills
- Ability to think creatively and strategically, but still maintain a high attention to detail
- Ability to manage multiple projects simultaneously with minimal supervision
- Maintain a positive attitude, have a sense of humor, and be flexible in a fast-paced work environment that puts team and mission above self
- Ability to give feedback graciously and receive feedback with humility
- Strong computer skills – Must be proficient in Microsoft Office and Google Apps
- Knowledge of the following is helpful: Canva, Pixelmator, Constant Contact, Raiser's Edge/Blackbaud, OneCause, and GiveCampus

Requirements

- Bachelor's degree
- Enthusiasm for the school's mission
- Willingness to make a thoughtful financial gift to the school each year (most employees

- use payroll deduction)
- Willingness to sign the school's statement of faith

Compensation

Compensation dependent on experience.

How to Apply:

Thanks for your interest! To apply, please provide a resume, cover letter, writing sample, and your Big 5 Personality Test results to development@bostontrinity.org. You can easily find many free Big 5 Personality Test assessments online. You will only be contacted if you receive an interview.