



BOSTON TRINITY ACADEMY

Development Associate - Development Events/Alumni Engagement Coordinator **Job Description**

Revised: August 18, 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 hosting and creating memorable events as well as bringing young adults together to make a difference. The primary responsibilities will be to plan and execute all Development events and to strengthen the engagement of our alumni. Secondary responsibilities will include assisting our Admission and Marketing departments. 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 assisting the Admission and Marketing Departments. 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.

Development Event Planning Responsibilities

- Plan and execute all Development events, including our Annual Spring Banquet to benefit our Scholarship Fund
- Oversee Silent Auction for Spring Banquet, including recruiting and managing Silent Auction Committee volunteers, procuring auction items, and managing our online platform
- Strategically recruit and manage volunteers for event support
- Design and distribute both digital and physical invitations in a timely manner; maintain and update guest lists
- Source, order, and manage event supplies, including food and decor
- Oversee event setup, decoration, and post-event cleanup and storage

- Provide support for additional school-wide events as needed
- Represent Development Team in weekly multi-department Look Ahead Meetings

Alumni Engagement Responsibilities

- Develop and maintain robust relationships with alumni
- Implement strategies to identify, cultivate, and steward alumni donors, aligning efforts to meet annual fundraising goals
- Design and execute programs and special projects that address alumni interests and foster engagement
- Strengthen connections and communication channels between current students and alumni
- Track alumni, particularly college graduation information

Student Engagement Responsibilities

- Oversee Senior Class Gift Campaign and foster a culture of giving in the senior class
- Oversee students sending out donor thank you emails/phone calls
- Assist in coordinating student photoshoots

Marketing/Admission Support

- Support the Marketing Department by creating engaging and strategic social media content
- Assist with compiling admission materials as required
- Represent the school at a certain number of admission fairs, school visits, open houses, and in meetings with prospective students and their families

Other Responsibilities

- Assist in campaigns, events, and projects as needed
- 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, Paperless Post, Eventbrite, 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.