



# BOSTON TRINITY ACADEMY

## **Development Communications Associate Job Description (*Revised: April 5, 2026*)**

### **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.

What makes our school extraordinary is the intentionally diverse community that includes students from all racial, socioeconomic, and cultural backgrounds. This rich educational environment prepares students for leadership in a globalized world, equipping them with cross-cultural understanding and the ability to engage across differences. These are among the most important leadership skills in our polarized times.

To make this possible, we provide an unparalleled amount of financial aid. Each year, we award over \$2.7MM in scholarships to 60% of our students, making us one of the most diverse high schools in the U.S. For students who are the first in their family to attend college, this opportunity can change the trajectory of their lives.

For more information: [www.bostontrinity.org](http://www.bostontrinity.org) and videos at [www.bostontrinity.org/transform](http://www.bostontrinity.org/transform).

### **Position Overview**

If you are energized by telling meaningful stories that inspire generosity and action, this role offers the opportunity to shape how Boston Trinity Academy communicates its mission to a growing community of supporters.

Boston Trinity Academy is seeking a proactive, flexible, and detail-oriented individual to support the Development Department, which advances the mission of the school by engaging partners and raising funds. This full-time position reports to the Director of Development.

As part of a small, collaborative team, this role will adapt over time to balance priorities, workload, and individual strengths. The ideal candidate brings a positive attitude, strong initiative, and the ability to give and receive feedback graciously while contributing to a team-first culture.

### **Primary Responsibilities**

#### **Communications**

- Lead execution of development communications across print and digital channels
- Write and produce donor-facing content, including:
  - Direct mail and online appeals
  - Monthly e-newsletters

- Annual report and campaign materials
- Event collateral such as the Spring Banquet program book
- Website and donor communications
- Support segmentation and distribution of campaigns and mailings
- Manage or support photography, videography, and graphic design projects
- Organize and maintain the school's photo and video library
- Collaborate with the Director of Marketing on social media content

### **Grants**

- Maintain a calendar of grant opportunities, deadlines, and reporting requirements
- Research and write grant proposals
- Compile evaluation data and complete grant reports

### **Website**

- Update and maintain development-related content on the website and online giving tools

### **Additional Responsibilities**

- Assist with campaigns and events as needed
- Serve as an advisor to students

### **Key Skills and Qualifications**

- Exceptional writing ability required
- Strong attention to detail and ability to manage multiple projects independently
- Collaborative and relational, with the ability to work across diverse groups
- Flexible, adaptable, and open to feedback
- Strong sense of design, clarity, and excellence within a budget
- Commitment to excellent donor experience and service

### **Preferred Experience**

- Strong working knowledge of Microsoft Office and Google Workspace
- Donor appeals, grants, journalism, photography, and/or videography
- Experience with design or video tools such as Canva, Adobe, Final Cut, iMovie
- Familiarity with fundraising platforms such as Blackbaud or GiveCampus

### **Requirements**

- Bachelor's degree
- Enthusiasm for the school's mission and willingness to make a thoughtful financial gift each year (most employees use payroll deduction)
- Willingness to sign the school's statement of faith

### **How to Apply**

Salary: \$50,000-\$75,000, depending on experience. To apply, please submit a resume, cover letter, and writing sample to [development@bostontrinity.org](mailto:development@bostontrinity.org).