



**Position Description:  
Coordinator, Development and Events**

EdVestors advances equitable, meaningful education that prepares every Boston student to activate their power and shape their future. EdVestors invites nominations and applications for the position of Coordinator, Development and Events. Reporting to the Development Manager, the Development Coordinator is an integral part of the EdVestors' development team, composed of the SVP for External Relations, Development Manager and Development Coordinator. The Coordinator will be responsible for the daily administrative functions of EdVestors' funding base, database administration and special events. The Coordinator will support the team in gift acknowledgement, database management, prospect research, grant writing, and communications. The Coordinator will play an important role in helping to raise over \$5 million annually to support EdVestors' education grantmaking, program activities, and operations.

**Responsibilities:**

Development Administration

- Assist SVP for External Relations and the development team in administering gift acknowledgment, tracking of funds, and communications with the internal team.
- Update and maintain Salesforce database, including existing reports and identification of new reports that are helpful in stewardship and forecasting.
- Work closely with the Finance team to maintain financial record keeping related to incoming donor funds, audit reports, gift processing, and forecasting based on donor capacity and history.
- Provide analysis of donor data and assist the SVP for External Relations in preparing for board presentations.
- Prepare materials for donor meetings and special events, etc.
- Identify and research foundations, corporations, and potential individual donors.

Event Planning

- Plan, coordinate, and implement EdVestors' major annual events, including the School on the Move Prize Ceremony and the Education Showcase.
- Coordinate other donor-related events throughout the year such as breakfast events, receptions, and other donor cultivation activities.
- Manage logistical details, and prepare outreach materials and lists for events.
- Coordinate event volunteers and systems, such as registration, donation platforms, etc.

Communications

- Support Development Manager in report writing, donor and prospect mailings, event invitations, and annual appeals.
- Support the Strategic Communications Manager to develop collateral materials, and regularly update website content related to development.

Other

- Take part in EdVestors activities related to organization-wide or other fundraising events.
- Undertake other duties or special projects as assigned.

**Qualifications:**

- Relevant experience (internships or full-time roles) in sales, marketing, non-profit sector, and/or development activities preferred.
- Passion for education and an interest in EdVestors' work.
- Superior organizational skills and detail orientation with ability and creativity to see projects through to completion.
- Excellent oral and written communication skills with ability to interact well with a diverse range of constituents and stakeholders.
- Solid database management skills; knowledge of Salesforce or other fundraising software a plus.
- Strong computer skills with proficiency in Microsoft Office Suite including Word, Excel, and PowerPoint, and MailChimp.
- Ability to work independently and cooperatively as part of an entrepreneurial, mission driven team.
- Strong sense of initiative and curiosity, with the ability to make decisions about how to manage and organize own workload, juggle multiple assignments, and meet deadlines.
- Enthusiastic team player with a sense of humor and positive attitude.

**Compensation**

EdVestors offers a generous benefits package, including:

- Paid time off: 3 weeks vacation in addition to holidays and sick days
- Medical and dental insurance
- 401k plan contribution and match
- Life insurance and disability benefits
- Professional development funds available to every team member
- Great Back Bay location near public transportation

The expected starting salary range for this position is \$45,000-\$52,000.

**To Apply:**

Please direct your cover letter and resume to Francisco Marriott at [jobs@edvestors.org](mailto:jobs@edvestors.org). Include the position title and your last name in the subject line of the email. Applications will be reviewed on a rolling basis as they are received.

*EdVestors is an equal opportunity employer. At EdVestors, we strive to maintain an inclusive, flexible and diverse work environment, and our team is made stronger by the diverse backgrounds, experiences, and perspectives within our staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**About EdVestors:**

EdVestors was founded in 2002 as a platform to connect Boston philanthropists with the city's public schools by identifying, shaping, and matching donors with promising improvement efforts. EdVestors' work has evolved to couple mobilizing resources with implementation support and thought leadership to pursue our goals. Throughout, our commitment to the city's schools and students has remained constant.

Our mission is to advance equitable, meaningful education that prepares every Boston student to activate their power and shape their future. We drive toward our mission by 1) activating people and resources, 2) learning and iterating in context, and 3) influencing system change. We believe that continuously attending to all three drivers ensures our programs and initiatives – the School on the Move Prize, Racial Equity Seed Fund, Boston Public Schools Arts Expansion, Zeroing in on Math, and Career Pathways – will create impact.

We focus our work in Boston Public Schools (BPS). Since our founding, we have raised and invested over \$40 million in our city's public schools. The relationships we have built and our track record of effectiveness have solidified our critical role as a trusted partner and thought leader in Boston. Our position grants us access to the decision makers impacting Boston schools and students, enabling us to advocate for system-wide change.

EdVestors offers a supportive and flexible work environment with a collaborative team of colleagues. Our values drive our efforts and shape our relationships with each other and our partners.

- *Just* - We aim to advance racial equity in our organization, schools, and communities, as we continue to learn about and interrogate white supremacy culture and systemic racism. We commit to thoughtfully assessing our role in upholding systems of oppression, to working in community toward mutual accountability, and to remaining optimistic as we pursue equity in education for our students.
- *In Community* - We care for our colleagues and community. We believe the greatest potential for impact comes from working together and that success flows from listening, learning, and working in community.
- *Thoughtful* - We are reflective, critical, and responsive. We are sensitive to the needs and aspirations of those we work with and carefully consider the impact of our actions.
- *Committed* - We are dedicated to making a difference in the lives of Boston students. We invest in sustainable practices that create deep, meaningful, and long-lasting impact.
- *Optimistic* - We believe that an equitable future for our students and ourselves is possible. We bring joy, hope, and a desire to be better to the circumstances that challenge us.