



Communications and Development Manager

Position Description

Overview of Boston After School & Beyond

Boston After School & Beyond is a nonprofit intermediary founded in 2005 that connects school, after-school, and summer learning so that young people can develop to their full potential. A local organization with a national reputation, BASB catalyzes partnerships among the City of Boston, the Boston Public Schools (BPS), local and national funders, researchers, and over 200 programs to test new ideas and bring successful approaches to scale. Boston Beyond reached nearly 20,000 students in 2018.

Young people need opportunities to acquire the knowledge, skills, and experiences necessary to thrive in school, college, work, and life. The time spent outside of school—particularly in after-school and summer programs—represents an opportunity for youth to develop and apply skills, expand social networks, and gain background knowledge.

Boston Beyond has a lean, productive staff focused on designing, managing, and supporting a citywide learning system that draws on the strengths of Boston's rich and diverse array of programs, in concert with schools, in order to maximize the time spent outside of school. By working with Boston Beyond, programs pursue common goals, implement shared measures, and have a greater impact on closing opportunity and achievement gaps than they would if they worked in isolation.

Boston Beyond's approach has taken root in the city, reaching scale and informing new innovations and research. In recent years, Boston Beyond and its partners devised an innovative, nationally recognized approach to summer learning that is proven to get results. Mayor Martin J. Walsh declared summer the 5th Quarter of Learning, as Boston Beyond's network of programs has grown steadily.

With the United Way and BPS as part of a US Department of Education grant, BASB manages the BoSTEM initiative to create stimulating STEM learning experiences for middle school students. Similarly, through a national Wallace Foundation initiative, BASB and BPS are working to enhance social and emotional skills with elementary school students. A robust measurement and professional development system focused on the Achieve, Connect, Thrive Skills Framework underlie these initiatives.

About the Position

Boston Beyond is seeking a Communications and Development Manager to expand awareness of its work among policy-makers, funders, and a diverse array of local and national stakeholders engaged in Boston Beyond's efforts to close the opportunity and achievement gaps.

Responsibilities

- Source grant prospects, develop grant proposals, prepare grant reports in collaboration with executive director, staff, and, programs.
- Manage frequent communications via Boston Beyond's primary website, practitioner-driven Insight Center website, social media, and e-mail newsletters.
- Coordinate media outreach with the City of Boston, Boston Public Schools, and program partners.
- Create persuasive and informative materials, including reports, issue briefs, papers, articles, infographics, and videos.

- Manage Boston Beyond's presence at local and national events, and in key local and national publications.
- Keep the organization up to date on research and policy developments that relate to Boston Beyond's agenda.
- Oversee communications efforts related to signature Boston Beyond events, partner meetings, and conference presentations.
- Support BASB staff in elevating the visibility of their initiatives, while promoting a coherent, unified message across the organization.
- Develop and implement an annual communications strategy for emerging initiatives, including BoSTEM and the Partnerships in Social and Emotional Learning Initiative (PSELI).
- Assist Executive Director with communications and reporting to the Boston Beyond Board of Directors and potential funders.
- Other responsibilities as needed.

Required Skills and Attributes

Boston Beyond seeks candidates with the following skills and characteristics:

- **Critical and Analytical Thinking.** Develops and considers multiple options and solutions, considering their impact on the organization's objectives. Enjoys balancing detail with vision and is able to be engage diverse stakeholders in different settings on a common goal.
- **Judgement and Perspective.** Understands context, is perceptive, prioritizes work against short- and long-term objectives, and anticipates the implications of actions on stakeholders. Knows when a situation calls for patience or urgency, and is politically savvy.
- **Communication.** Communicates in a clear, compelling, and persuasive manner, both in person and in writing. Represent the role of summer learning in education reform. Enjoys meeting with stakeholders.
- **Collaboration.** Develops strong relationships internally and externally, drawing on the input of others, in order to accomplish goals. Can navigate collaboration with a large, urban school district. Shares credit for accomplishments with school district, program partners, colleagues, and others.
- **Initiative and Perseverance.** Puts ideas into action and navigates obstacles with an orientation toward results. Willing to seek out and explore new ideas; able to initiate progress on projects independently; willing to cold call a program to discuss collaboration.
- **Project Management.** Devises and applies processes in order to meet objectives, balancing multiple deadlines. Tracks details to inform progress toward objectives; communicates clearly and develops artifacts to share progress with others.
- **Flexibility and Adaptability.** Operates effectively through uncertainty and is able to pivot on priorities when necessary.

Additional Requirements

- Bachelor's degree and 3-5 years of communications or development experience.
- Enjoys writing and telling a persuasive story and is able to adapt key messages for different audiences, including funders, policy makers, and program partners.
- Familiarity with the education and youth development fields.
- Expertise in producing clear, impactful written and digital communications.



- Political acumen; experience working with elected officials, city agencies, and/or state-level government.
- Understanding of public and private funding mechanisms, how to communicate with funders, how to approach grant applications, RFPs, etc.
- Proactive in seeking ways of raising awareness of, and support for, Boston Beyond's work and its many partners.
- Good relationship skills; the ability to build connections with varied individuals and organizations and to engage them around shared goals.
- Familiarity with Wordpress, Salesforce, and graphic design software a plus.
- The ability to create a compelling meeting agenda, backed up by materials that prepare attendees to be active participants.

Salary

Commensurate with experience.

To Apply

Please email a resume, cover letter, and writing sample to jobs@bostonbeyond.org, with Communications and Development Manager in the subject line. Your cover letter should describe your interest, qualifications, and experience as they relate to this job. Applications will be reviewed on a rolling basis.

Boston After School & Beyond is an Equal Opportunity Employer.