

POSITION	Assistant Director of Development and Communications
REPORTS TO	VP of Advancement, Community, & Equity
SUPERVISES	Development and Volunteer Assistant
LOCATION	58 Berkeley Street, Boston

**MISSION:** Ellis partners with families to provide high-quality early childhood education in a warm, nurturing environment. A recognized leader in our field, we support children across the socio-economic spectrum, treasure diversity in all forms, and celebrate the joy of childhood.

Ellis (formerly known as Ellis Memorial) is a vibrant, Boston-based nonprofit with a rich history founded in 1885. Ellis provides high-quality early education and care for infants, toddlers, and preschool children. Ellis is among the most socio-economically, racially, and culturally diverse organizations serving children in Boston. Through a partnership with Boston Public Schools, it operates two high-performing K1 (UPK) classrooms. Ellis serves over 270 children annually at its campus in the South End and a satellite location in Jamaica Plain. Learn more about us at [www.ellisearlylearning.org](http://www.ellisearlylearning.org).

**POSITION OVERVIEW**

The role of the Assistant Director of Development and Communications is new to Ellis and will provide robust development support in keeping with the organization’s culture. The ideal candidate is drawn to Ellis’s mission and thrives on a small team in dynamic environments. Ellis is a hands-on agency and all employees, at every level of the organization, are required to stretch beyond their job descriptions to support our programs when needed. As part of a development team of three, the Assistant Director of Development and Communications will play a critical role in all areas of development, with various opportunities to add value in all aspects of fundraising.

**PRIMARY RESPONSIBILITIES**

**Events**

- Manages new and existing annual events such the main fall fundraiser (10/27/22), and 1-2 spring fundraising events and special cultivation events, as needed.
- Fully involved in the creativity and conception of events as part of the Advancement team.
- Responsible for event budgeting, results analysis, and vendor contract negotiations.
- “Connects the dots” between event data such as registration to giving records of participants whether they simply purchase tickets and tables or use the event to make their annual gift.
- Responsible for event logistics such as coordinating/confirming tech arrangements, securing and keeping track of promotional materials such as gifts for participants, awards for honored guests, etc.
- Responsible for scheduling and leading related Advancement team meetings to ensure that timelines and deadlines are set, communicated and met to keep all aspects of events moving smoothly.

### **Annual Giving Operations**

- The Assistant Director is the liaison between the Advancement Department and Ellis's Finance Department. This involves checking all methods of gift transmission (online giving, stock gifts, gifts that come in the mail, payroll giving campaigns) to ensure the orderly entry of gifts into the donor data system, Salesforce, for the purposes of relationship management and excellent donor service.
- Use Salesforce to provide the VP of Advancement with monthly data need for accurate revenue projections.
- Primary liaison to local schools, civic groups and corporate volunteer teams seeking to have service days with Ellis children such as Natixis's Team Ellis Earth Day gardening project or helping to provide a field trip or outdoor activity for/with Ellis children.
- With assistance from the Development Assistant/Volunteer Coordinator, plan and execute volunteer giving drives for holiday items such as outerwear, books, pajamas, mittens, gift cards, and other items.
- Working with the VP of Advancement to create donor correspondence for all occasions from updating acknowledgments to creating special messaging for first-time and long-term givers.

### **Communications**

- Work collaboratively with the CEO to think strategically about Ellis's communications and related plan
- Write or edit, as needed, communications to Ellis's donor base (letters, Constant Contact messages, social media copy)
- Proofread and provide input to Ellis's grant applications, as requested
- Write or edit, as needed, Ellis collateral (various one-pagers for distribution to donors and prospects)

*The purpose of this description is to provide the major responsibilities of the position. It is not to be considered a complete statement of all elements of the work that may be performed*

### **KNOWLEDGE AND SKILLS:**

- Exhibits outstanding organizational skills and the ability to work independently with minimal direction and support
- Team player with a positive attitude
- Willing to be flexible and adaptive in dynamic environments
- Excellent communication skills (written and verbal) and comfort speaking with groups
- Proficient in Microsoft Office Suite and Salesforce or similar donor records system
- Ability to appropriately handle highly confidential information

### **QUALIFICATIONS**

- Bachelor's degree required.
- 4-6 years of events , development operations, and general fundraising experience.
- Demonstrates an understanding of and commitment to the Ellis mission.
- Willingness to work outside of standard business hours, including occasional weekends and evenings, as needed.
- Creative, self-motivated, detail-orientated, and donor-centered.
- Warm personality who can develop positive relationships with a variety of individuals from diverse backgrounds.

Full time (40 hr/week) position, generous benefits package including vacation, sick time, health insurance, dental insurance, and 401K. Please submit résumé and cover letter to apply.

*Ellis does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, homelessness, or military status. We celebrate diversity and are committed to creating an inclusive environment for all team members.*