



## Baltimore Educational Scholarship Trust

### **Our Mission:**

The **Baltimore Educational Scholarship Trust**, in partnership with our nineteen independent member schools, recruits and supports through the admissions process academically ambitious, African American students with financial need from the Baltimore area. Once students are enrolled, B.E.S.T. positions them for success through academic preparation, character and leadership development and support programs.

### **Job Description Development and Program Associate**

#### **Position Overview:**

The Development and Program Associate provides essential administrative and collaborative support in three priority areas of the organization:

1. Support to the Director of Advancement regarding all development and stewardship efforts
2. Support to the Executive Director regarding all relationships with the Board of Trustees
3. Support to the Director of Programs and Alumni Relations regarding all student, parent, alumni and outreach programming.

This position will be responsible for the organizational and operational work generated by the development and program departments and the executive office.

#### **Key Responsibilities:**

##### **Director of Advancement Support:**

- Follow all gift processing procedures, including data entry into Raiser's Edge, preparing acknowledgments, making copies for records, communicating with the Director of Advancement and updating the Development Report
- File records in a timely manner to ensure donor confidentiality and ease of access for Executive Director and Director of Advancement
- Maintain and update donor files
- Conduct monthly reconciliation meetings with the Director of Advancement and Director of Finance and Operations, or more frequently as directed in advance of Committee and Board meetings
- Assist in assembling grant proposals, final reports, marketing materials and communication pieces
- Prepare mailing lists and email distribution lists for all appeals, donor communication pieces and stewardship events and overseeing execution of the mailings and email communications
- Assist in all event planning and logistical aspects of development-related programs and events, including mailings, RSVP tracking, preparation of materials, working with vendors and other event-related tasks as assigned
- Maintain necessary correspondence-related supplies, including letterhead, remittance envelopes, notecards and stamps
- Format and distribute e-marketing communications; update and monitor social media accounts
- Prepare development reports as requested by Executive Director, Director of Advancement, Development Committee and Board of Trustees
- Attend Development and Stewardship programs and events as assigned

**Executive Director Support:**

- Produce and update annual Board of Trustees directory, letterhead, email distribution lists, Trustee grid and contact information in Raiser's Edge
- Maintain and update Trustee files
- Schedule annual full Board and Committee meetings in coordination with the Executive Director, Board President and Committee Chairs
- Assemble Board and Committee Meeting materials in coordination with B.E.S.T. staff members, including managing the internal calendar to ensure timely completion of packets
- Communicate with the Board of Trustees regarding upcoming meetings, to include location, time, reminders and the sharing of materials
- Prepare all full Board meeting materials, to include Trustee folders, PowerPoint presentations and other information as requested
- Attend and set up all full Board of Trustees meetings, and ensure and oversee technology to support meetings
- Prepare conference room for Executive Committee meetings, to include refreshments, packets, phone and other technology set up as needed the night before each meeting
- Attend Development Committee meetings to take minutes and prepare for Executive Director approval within one week of the meeting
- Maintain accurate and updated email distribution lists, to include Affinity Groups and Member School Department listings
- Maintain all website updates using Word Press and serve as liaison with web hosting company

**Director of Programs and Alumni Relations Support:**

- Assist in the preparation of mailing lists and email distribution lists for all program-related communications and events, including student, parent, alumni and partner programming; oversee the execution of the mailings and email communications
- Assist in all event planning and logistical aspects of programs and events, including mailings, RSVP tracking, preparation of materials, working with vendors, tracking of surveys and other event-related tasks as assigned
- Update Raiser's Edge at the end of each school year to include new Alumni records
- Maintain continuously accurate alumni records in Raiser's Edge as provided by the Director of Programs and Alumni Relations
- Attend programs and events as assigned

**Internal Support:**

- Work collaboratively with all members of the B.E.S.T. staff and Board of Trustees in order to achieve our mission
- Follow departmental reporting procedures
- Maintain a comprehensive understanding of the admissions procedures and programmatic offerings at B.E.S.T.
- Support the Admissions and Finance departments as needed during peak times
- Secure necessary supplies for the office or events and programs as needed
- Serve as a warm and knowledgeable first point of contact by phone and in the office, as well as at events

**Necessary Skills & Qualifications:**

- A passion for the mission of the Baltimore Educational Scholarship Trust, and a demonstrated commitment to the students and families we support and serve
- Bachelor's degree preferred
- Minimum of 3-5 years professional experience, preferably in an educational nonprofit, a school or in sales
- Demonstrated technical expertise in all Microsoft Office programs
- Experience with Raiser's Edge preferred; a willingness and capacity to learn and utilize donor database software essential
- Strong organizational skills and a keen attention to detail
- Ability to be responsive to the ever-changing priorities within a nonprofit
- Ability to manage multiple projects and priorities across multiple departments simultaneously
- Ability to build and maintain meaningful relationships with various constituencies
- Ability to maintain confidentiality and use discretion
- Creative thinker, solutions-oriented, collaborative
- A commitment to educational excellence
- An understanding of the educational and nonprofit landscape in Baltimore

**Conditions of Employment:**

- 40-hour a week, salaried position, Monday – Friday, 8:30am-4:30pm
- Some additional early mornings, evenings and weekends are expected, as necessary, for Committee meetings and programs/events
- Employee must have a valid driver's license and reliable transportation for use during office hours and for other events as assigned
- Position is not eligible for overtime pay
- Reports directly to the Director of Advancement

**Compensation and Other Information:**

- Salary is competitive and commensurate with experience
- B.E.S.T. offers a competitive benefits package to include paid leave, health benefits, and employee and employer contributions to a 403-B Retirement Plan
- Continued employment is dependent on satisfactory performance and availability of funds
- B.E.S.T. is an Equal Opportunity Employer

**To Apply:**

- Please submit your resume with cover letter by email to Jill Wood, Director of Finance and Operations: [jwood@besttrust.org](mailto:jwood@besttrust.org)
- No phone calls please