Position Title: Communications and Development Associate  
Organization: Associates of the Boston Public Library  
Type: Part-Time (typically 20 hours per week, plus as needed)

Founded in 1972, the Associates of the Boston Public Library is an independent non-profit organization dedicated to conserving the Boston Public Library’s Special Collections of rare books, manuscripts, prints and drawings, musical scores, and other items of historic, cultural and artistic interest. The Associates’ mission is to ensure continued public access to these irreplaceable treasures by underwriting their conservation, cataloging, digitization, and exhibition.

The Associates’ signature fundraising event, Literary Lights, is a black tie optional dinner honoring outstanding authors from New England. The organization also hosts periodic public programming, including the Hundred-Year Retroactive Book Award competition, and annually awards a Writer-in-Residence fellowship to an emerging author. For more information, please see: www.AssociatesBPL.org.

**Key Responsibilities**

The Associates is seeking a part-time, highly motivated and diligent Communications and Development Associate. Reporting to both the Associates’ Executive Director and the new Director of Development, the candidate will lead the Associates’ communications efforts, as well as providing administrative support to ensure that office operations run smoothly. The candidate will promote the Associates’ events and preservation activities via social media, the website and newsletters. He or she will also be an active partner in the Associates’ fundraising efforts, including maintaining donor records, gift processing, and donor correspondence. Finally, the candidate will play a crucial role in planning for events of varying sizes, from the annual 400-person gala to small cultivation events. Job responsibilities include, but are not limited to:

**Communications**

- Develop and implement communications strategy and calendar
- Manage social media accounts (Facebook, Twitter and Instagram), including regularly posting content to promote events and highlights from the library’s Special Collections
- Maintain and regularly update the website using custom WordPress templates
- Produce electronic quarterly newsletter and periodic e-blasts, including identifying and researching topics and drafting content
- Track, monitor, and report on key metrics relevant to online engagement
- Draft and pitch press releases for events and the Writer-in-Residence program
- Promote events by posting them on local calendar websites, and distributing event photographs to the media afterwards
- Assist in drafting other written materials, including invitations and the annual report
- Ensure consistency of messaging and images in all communications and marketing materials

**Fundraising**

- Maintain positive relationships with donors and cultivate prospective donors through regular written communication
- Working with the Director of Development, develop and execute online giving campaign
• Support annual fundraising plan by assisting with annual appeal and membership drive
• Enter donations into Raiser’s Edge and maintain accurate donor and prospect data
• Prepare acknowledgment letters, stewardship letters, and other donor correspondence
• Research current donors, and corporate, foundation and individual prospects

**Event Management**
• Serve as the primary point of initial contact for the planning committee and guests
• Compile invitation lists with input from the event planning committee
• Track RSVPs and report progress to event co-chairs
• Assist with planning logistical details and event follow-up
• Staff Associates’ events (occasional evening hours)

**Administrative**
• Track submissions to the Writer-in-Residence program and answers applicants’ questions
• Interact with Board members, donors, volunteers, and the public to answer questions
• Organize and maintain files and office records
• Coordinate Board and committee meetings by sending meeting reminders, soliciting lunch orders, arranging for AV needs, and compiling meeting materials
• Answer telephone and e-mail inquiries, sort mail, make photocopies, order supplies, submit catering requests, and other duties, as assigned

**Qualifications**
• Two to four years of communications experience and proven nonprofit success
• Willingness to understand, embrace, and authentically promote the Associates’ mission and goals
• Exceptional writing, editing and proofreading skills
• Possess exceptional communication skills, with proven ability to write effectively, speak persuasively, and listen attentively
• Ability to work as part of a team with regular collaboration and communication
• Ability to take initiative, meet deadlines and manage multiple assignments in a busy non-profit setting
• Ability to exercise sound judgment, diplomacy and discretion in handling confidential information with tact and professionalism
• Strong work ethic and high self-motivation
• Attention to detail
• Strong computer skills, including an intermediate level of experience with Microsoft products (Excel, Word, Outlook and Publisher), and some experience with Raiser’s Edge, NXT, Constant Contact, WordPress and a photo editing software
• A positive outlook and a joyful spirit
• Bachelor’s degree required, preferably in a humanities field
• Genuine interest in libraries, literature or history is a plus
• Graphic design and/or video production skills are a plus

**Other**
• Ability to lift 30 pounds
• Must successfully clear a Criminal Offenders Record Information (CORI) check
• There are no residency requirements

**How to Apply**

Interested candidates should email a cover letter and resume to associates@bpl.org. In the email subject header, please write "Communications and Development Associate." Alternatively, the materials can be mailed to: Personnel Committee, Associates of the Boston Public Library, 700 Boylston Street, Boston, MA 02116. Please do not submit both electronic and hardcopy materials.

No phone calls please.