



POSITION: **Communications and Development Specialist**

REPORTS TO: **Development and Communications Director**

JOB DESCRIPTION:

The Communications and Development Specialist collaborates with the Development and Communications Director to promote the PIC in various online and print media. The Specialist also contributes to the development efforts of the organization. The role includes writing and producing marketing materials; maintaining the PIC's social media presence; updating PIC websites; identifying new opportunities for digital marketing; prospecting potential donors; and assisting with grant applications and reports.

RESPONSIBILITIES:

Communications (70%)

1. Media: Promote the PIC in and to local media. Track local media, including the Dorchester Reporter/WBUR, the Bay State Banner, the Boston Herald, and pitch stories featuring PIC initiatives, research and students.
2. Materials: Create promotional materials for the PIC. Design, photograph, and write copy for reports, marketing materials, infographics, and flyers.
3. Social media: Run the PIC's Facebook, Twitter (@BostonPIC), and LinkedIn accounts; Attend PIC and partner events and promote/feature on social media; Provide support, oversight, and training to PIC staff running other social media accounts.
4. Website: Manage bostonpic.org website, including updating photos, writing news items, and posting resources; support other staff in managing affiliated websites.
5. E-Newsletter: Develop editorial calendar and lead production of the PIC email newsletter.
6. Events: Collaborate on the planning of events including the PIC's annual meeting, holiday party and meetings for funders and partners.
7. Collaboration: Coordinate with PIC staff and with partners at all levels; partnering agencies include the City of Boston, the Boston Public Schools, local community colleges, employers, and grant funders.

Development (30%)

1. Fundraising: Assist Development and Communications Director in writing grant applications and reports, tracking reporting deadlines, and running the annual corporate contributions campaign.
2. Alumni Engagement: Assist Development and Communications Director with developing and implementing a strategy for alumni engagement.
3. Research: Research, track, and report on development prospects.

DESIRED QUALIFICATIONS:

- Bachelor's Degree with a minimum of four years related work experience.
- Strong design experience with the Adobe Creative Suite.
- Exceptional writing and editing skills, including spelling/grammar, with the ability to write in a clear, concise, and compelling manner.
- Excellent communication skills and ability to work well with both community partners and internal personnel.
- Strong organizational skills and ability to perform multiple tasks in a fast-paced environment as a self-starter and team member.
- Photography/video skills and experience with Constant Contact a plus.
- Knowledge of HTML; comfortable using WordPress and Craft CMS (or similar content management system).
- Comfortable using data and digital analytics tools to measure the effectiveness of communications efforts.
- Experience maintaining and growing organizational social media presence.
- Enthusiasm to learn and promote the work of the Boston Private Industry Council.

Please submit a cover letter and resume to Bodi Luse at bodi.luse@bostonpic.org by Monday, September 30. Applications will be considered on a rolling basis, as we are looking to fill this position as soon as possible.

ABOUT THE BOSTON PRIVATE INDUSTRY COUNCIL (PIC)

The Boston Private Industry Council (PIC) is a nonprofit organization that strengthens Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers. To learn more, please visit: www.bostonpic.org.