



Job Title: Development and Administrative Assistant

Organizational Overview:

Steps to Success (STS) was founded as a public-private partnership to address the unequal academic outcomes of students living in Brookline's Public Housing. In collaboration with the Brookline Housing Authority (BHA) and the Public Schools of Brookline, STS provides individualized support and comprehensive services to students living in public housing. Starting in grade 4, STS works with BHA's students and families so that students not only graduate but thrive academically in high school, matriculate in college, and obtain their college degree. We have a proven track record in narrowing the achievement gap between low-income students and their higher-income counterparts in Brookline.

Position Overview:

STS seeks a full time Development and Administrative Assistant to provide development and administrative support under the direction of the Executive Director (ED).

Specific Position Responsibilities:

Development:

- Assists Executive Director in communicating with supporters of Steps to Success.
- Supports Development Committee with fundraising events.
- Creates regular email communications and marketing, including quarterly e-newsletters, to donors and community stakeholders.
- Updates STS social media accounts (Facebook and Instagram) on a weekly basis.
- Updates STS website as needed.
- Supports creation of the annual report.
- Receives, records, and processes all incoming donations weekly.
- Supports donor stewardship, including sending donor acknowledgements.
- Manages and maintains fundraising database and communicates with ED and finance staff regarding grant information and upcoming deadlines.
- Conducts data collection, analysis and reporting as needed in fundraising database.
- Other general duties as required.

Administrative:

- Coordinates with ED and finance staff to pay invoices and to process reimbursement requests, credit card usage, student support requests, and other organizational needs.
- Assists with all hiring and onboarding processes of new staff and employees.
- Troubleshoot ongoing basic IT and HR questions from staff.
- Maintains organizational filing system (online Google Drive and physical files).

- Provides office management, including upkeep and inventory of office, supplies, and staff/office needs.
- Checks general communication daily (mail, office phone calls, general STS email inquiries) and ensures correspondence is appropriately responded to in a timely and accurate manner.
- Updates and upkeeps all online memberships and organizational subscriptions.
- Provides administrative support to Executive Director as needed.
- Other general duties as required.

Education and Experience:

- Bachelor's Degree required
- Experience working in a non-profit required

Skills and Qualifications:

- A love for K-12 education and a belief in STS's mission
- Ability to manage multiple priorities and work under tight deadlines
- Ability to work both independently and collaboratively on projects
- Very strong organizational skills
- Excellent written and verbal communication skills
- Detail-oriented, proactive, flexible, and creative approach to work
- Excellent computer literacy skills particularly with MS Office Suite and Google cloud applications
- Comfortable with online database platforms, web design, and graphic design tools.
- Has strong knowledge of social media platforms
- Knowledge of Public Schools of Brookline a plus
- Sense of humor a plus!

Compensation:

- Commensurate with experience

Steps to Success does not discriminate with regard to race, color, origin, gender, political affiliation, disability, sexual orientation, or religion.

To Apply:

Please apply by sending a thoughtfully worded cover letter and resume to sts@stepstosuccessbrookline.org. Incomplete applications will not be considered.

Specify "Application for Development/Administrative Assistant" in the subject line.

Approximate start date for position is June 2019.