



POSITION: Development Coordinator/Manager, New England

ABOUT THE ORGANIZATION:

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented or denied access to college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, we have grown to serve approximately 13,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$3 million budget and a staff of 25, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. We plan to significantly increase the number of students served over the next three years; we are simultaneously focused on increasing the revenue and awareness necessary to support this future growth.

We use a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. Let's Get Ready engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid, and matriculation process. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. We then support their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. Our students are extraordinarily successful, graduating at five times the national average for students from low-income backgrounds.

For more information, visit www.letsgetready.org

ABOUT THE POSITION:

Reporting to the New England Executive Director, the Development Coordinator/Manager works to identify prospective funders, write proposals and reports for new and existing funders, plan and execute events, and generally support the development operations for the New England regional office of Let's Get Ready, with a focus on supporting Greater Boston programming. This is an exciting early career opportunity for someone interested in fundraising and passionate about college access and success. The title (coordinator or manager) will be determined based on candidates' experience.

Grant Research and Writing (70%)

- Identify new prospective funders in Greater Boston and develop strategies, in coordination with staff and partners, to approach those funders
- Coordinate with executive director to write letters of inquiry, proposals, reports, contract materials, and other written communications to funders at all stages of the grant cycle, tailoring the case for support to the interests of the funder
- Ensure the correct completion and timely submission of all application or contract materials
- Coordinate site visits for funders at Greater Boston programs
- Gather and prepare all ancillary materials to accompany grants (financial data, bios, required forms, etc.)
- Research data, such as regional demographics, to support grant seeking efforts
- Write additional fundraising and supporting materials when necessary
- Research and prepare dossiers for meetings with prospective donors
- Obtain approval from executive director on grant budgets submitted
- Ensure all submissions and other interactions with funders are recorded in database and other tracking systems
- Maintain New England grant submission and reporting calendar, as well as Salesforce grant files

Events and Administrative Support (30%)

- Help plan and execute fundraising, cultivation, and stewardship events
- Work with development team in New York to ensure that donations received in the Boston office are sent to NYC and processed in a timely manner
- Work with Executive Director to prepare development reports and execute meetings for New England Advisory Board and Maine Leadership Council
- Serve as the point person for the newly formed Boston Associates Council (junior board)

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- A genuine passion for, knowledge of, and commitment to LGR's mission
- Belief that a diverse, equitable, and inclusive environment will produce the greatest impact for LGR's students; demonstrated ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- A passion for and demonstrated excellence in writing, editing, proofreading, and research
- Ability to communicate LGR's mission and achievements in a succinct and compelling manner
- Ability to develop program budgets and relate them to grant narratives
- Experience planning and executing fundraising events
- Exceptional attention to detail
- Ability to work independently and take initiative; persistence and excellent follow through
- Team player with ability to collaborate effectively with colleagues in other locations
- Passion to build relationships with internal and external collaborators
- Proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Experience with Salesforce or other fundraising database is a plus
- Bachelor's degree required

LOCATION:

Boston

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

Please send resume and cover to letter to careers@letsgetready.org, noting "Development Coordinator/Manager" in the subject line. Please include your preferred gender pronouns and tell us how you learned about this role.

Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.