



Events and Development Associate, Boston

Position Overview

GreenLight Boston is seeking an entrepreneurial, organized, and detail-oriented Associate who works independently and has a passion for equity and economic mobility for low-income children and families in the Boston area. Must have experience running events, excellent attention to detail, strong project management experience and ability to self-start and thrive in a start-up culture. Must bring personality and perspective to work on complex issues while also being a great teammate.

The Associate will lead and execute three annual fundraising events (see descriptions below) and support other key activities of GreenLight Boston.

This position will report to the Executive Director of GreenLight Fund Boston, and work collaboratively across the GreenLight Fund national network of sites.

About the Events

A key way the GreenLight Fund supports its portfolio organizations is by showcasing them, individually, at signature fundraising events including the GreenLight Gala, An Emerald Evening, and the Investors vs. Entrepreneurs Golf Tournament. Each event targets a different population to attend, maximizing the exposure of the portfolio organization.

Greenlight Gala: The Gala spotlights and benefits the most recent organization GreenLight has engaged with to launch in Boston and is a vehicle to recruit champions and donors for the new organization. The event features a spotlight on the new organization and exceptional entertainment to ensure guests enjoy themselves while learning about a pressing social need and tangible solution to the community's challenge.

An Emerald Evening: Held at the Park Plaza Castle, the event is held during the holiday season and is an opportunity for GreenLight to engage individuals and donors with the featured organization

Golf Tournament: The last of the fundraising events for a portfolio organization, the Golf Tournament is a day-long challenge between investors and entrepreneurs from the Boston area.

Responsibilities

Event Management and Planning

- Successfully plan and execute GreenLight signature events throughout the year
- Manage event planning consultants, entertainment, and vendors
- Recruit volunteers and evening participants
- Coordinate the creation of collateral materials with GLF National and portfolio organization
- Work directly with event sponsors and donors

- Support ED in engaging a host committee members, Selection Advisory Council and founders in event planning

Communications and Fundraising

- Project manage stakeholder outreach, donor cultivation, engagement, and stewardship
- Conduct prospect research on potential donors, including individuals, corporations, and foundations
- With ED, create a communications plan and execute plan across all social media channels (Mailchimp, Facebook, Twitter) to establish GLF Boston presence
- Maintain Salesforce database of donor touchpoints and gifts
- Support ED in writing grant proposals, funding requests, reports, and end of year asks

Operations and Administration

- Monitor and reconcile expenses
- Maintain internal management, data, and reporting systems (Salesforce and Box)
- Support preparation of presentation materials for advisory council meetings
- Establish local office and related operations, including site expenses
- Work across national sites to identify effective internal practices to implement locally
- Assist with scheduling and follow-up of key meetings and site visits
- Recruit and oversee interns and fellows, as needed

Culture and More

- Share additional talents and input for continuous improvement
- Identify other personal growth areas to integrate with the role
- Travel to 2 national meetings per year (hosted by a GreenLight site) and approx. three site visits per year
- Bring joy to your work and the team!

Qualifications

Bachelor's degree or working towards a degree in a relevant field, including 2-3 years of event planning and fundraising experience. Excellent relationship, writing, and organizational skills are mandatory.

To Apply

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, as a single pdf attachment (filename: LastName_FirstName.pdf), addressed to Melissa Luna, Executive Director at talent@greenlightfund.org with the subject "Events and Development Associate, Boston".

Applications will be reviewed on a rolling basis.

GreenLight Fund offers a competitive salary and benefits, commensurate with experience and skills. The GreenLight Fund is an equal opportunity employer.