



Development Associate – Massachusetts

Building Excellent Schools identifies and prepares excellent leaders to transform education in their communities. Through our flagship [Fellowship](#), dedicated, hard-working, and talented individuals design, found, and lead independent, locally-responsive schools nationwide.

As we continue to build, grow, and support school leaders across the country, we are looking for a data-driven, curious, and ambitious individual to join the team as a **Development Associate**. Reporting to and working closely with the Director of Development, the Associate will support and execute on the organization's development strategy, and collect, analyze, and report on data on schools founded by BES leaders to help inform the objectives of the organization. The candidate will ideally be based in Boston, though exceptions may be made for qualified applicants located elsewhere.

Key Responsibilities

- Research and recommend potential donors and grant opportunities that drive the objectives of the organization.
- Create high-quality written materials for funders and prospects, including grant reports, concept papers, proposals, letters of inquiry, presentations, and other relevant correspondence.
- Create compelling data visualizations for grant proposals, internal communications, and annual publications.
- Create and update landscape analyses for target BES cities to inform strategy.
- Maintain existing donor relationships with regular outreach.
- Develop and maintain systems and databases to track all development activities.
- Support the Director of Development and CEO by creating pre- and post-meeting notes, drafting outreach emails, and scheduling donor calls and meetings.
- Support the Director of Data Analytics with the collection, analysis, and reporting of school-level data and other relevant organizational metrics.

Required Skills, Experience, and Competencies

To be considered for and successful in this role, the ideal candidate must have:

- A bachelor's degree (required).
- The ability to manage people, information, and deadlines with grace and urgency.
- Excellent written and oral communication skills.
- Excellent data and analytic skills (experience with Tableau a plus).
- A strong ability to communicate findings to a non-technical audience, both visually and in writing.
- Strong project management and organizational skills.



Additional Information and How to Apply

This position may require up to 20% travel.

BES celebrates diversity, invites fresh perspectives to our work, and strives to cultivate an open, supportive, and uplifting work environment that values learning and growth. BES is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. BES does not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, sex, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other personal characteristic protected by applicable law.

To apply, please submit a resume and cover letter to the BES Recruiting Team at recruiting@buildingexcellentschool.org.