



TUTORS FOR ALL

NonProfit Center
89 South Street
Suite LL02
Boston, MA 02111

t: 617.279.2445
f: 617.279.2491
www.tutorsforall.org

Bridging the achievement gap one student at a time.

August 2014

Position Description: Development Coordinator

The Development Coordinator will use effective development practices to help mitigate the cost of intensive Tutors for All programs. His/her work will enable the organization to take crucial steps towards reaching and teaching every underserved student in Boston, and achieving its mission of bridging the achievement gap in Boston and beyond.

- Report to the Executive Director
- Responsibilities
 - Support the Executive Director and Grant writer in implementing the 2014-2015 Development Plan for Tutor for All. Said plan involves following:
 - Events
 - Foundation, Corporate, and Government Corporate Grants
 - Annual Fund
 - Major donor program
 - Corporate sponsorships
 - Maintain donor database
 - Create and document systems for future Development based on his/her work and research.
- Schedule
 - 10-15 hours per week in T4A office
 - May be spread over two through four days a week (M-Th)
- Desired Experience and Skills
 - Passion for results-based interventions that close the achievement gap.
 - Strong written and oral communication skills
 - Proficiency in excel a must; experience with at least one distinct dbase platform desired
 - Must be flexible and able to shift between projects easily.
 - Must be able to communicate effectively and regularly with multiple staff regarding status of projects.

How to Apply

Email resume, writing sample, and cover letter to:

Mark Destler

Executive Director

mdestler@tutorsforall.org