



Job Title: Development and Events Manager

Reports to: Senior Director of Advancement

Status: Full-time

Background: English language learning unlocks the key to security for new Americans, whether they have lived in the U.S. for years or months, whether they are experienced professionals or frontline workers. English for New Bostonians' (ENB) mission is to ensure access to high-quality English classes so that adult immigrants across race, education, and migratory backgrounds can pursue their aspirations and contribute to a Commonwealth that fully values their talents and voices. ENB, started in 2001, ensures that English language learning classes are high quality; ENB partners with employers to make learning English convenient and connected to one's job; ENB connects parents to the schools their children attend and the curriculum they are learning; and ENB helps entrepreneurs to build generational wealth.

ENB seeks an experienced Development and Events Manager. This position is a pivotal role in our Development and Communications team which is responsible for executing a comprehensive fundraising strategy to achieve and grow the organization's current \$4M annual budget. Working alongside the Senior Director of Advancement, the goal for this position is to help expand individual and corporate giving. This is a full-time, hybrid position, requiring some evening and weekend work for events.

Fundraising Strategy & Execution

- **Develop and execute a comprehensive fundraising strategy** that sets clear annual goals and includes tailored messaging for different donor segments. This involves analyzing the effectiveness of various communication channels to optimize future campaigns and maximize return on investment.
- **Manage all aspects of fundraising campaigns**, from setting initial goals to crafting compelling messages for specific donor groups and analyzing performance data to ensure every effort is as impactful as possible.

Donor Relations & Stewardship

- **Proactively engage with donors** by sharing meaningful student success stories and offering them opportunities to see ENB's programs in action so that they feel a direct connection to the mission and understand the powerful impact of their contributions.
- **Cultivate and maintain strong donor relationships** through donor research, personalized outreach and strategic engagement with the goal of increasing individual giving.

Event Planning & Management

- **Manage all special events** by creating an annual calendar, setting fundraising goals, negotiating with vendors, securing sponsorships, and serving as the on-site lead to guarantee a smooth and successful experience.
- **Lead the entire event lifecycle** for key fundraising initiatives, from initial planning and managing complex logistics to on-site execution to meet ambitious fundraising targets.
- **Manage and motivate event committees and volunteers** by providing clear direction , training support, and performance tracking to build a strong team and ensure fundraising goals are met and exceeded.

Database Management

- **Utilize the donor database** to effectively support all fundraising and event planning activities including tracking fundraising goals. This includes accurately segmenting data, identifying giving trends, and generating progress reports to inform strategy.

Collaboration

- **Collaborate with the Communications and Programs teams** to develop impactful, on-brand fundraising materials. This includes gathering compelling stories and testimonials that highlight the organization's mission and success and ensuring fundraising materials are consistent with the organization's overall messaging.

Budget Management

- **Manage all event fundraising budgets**, including creating detailed plans, meticulously tracking expenses, and analyzing financial reports to ensure all activities are completed on-budget and provide for future planning.

Qualifications:

- Bachelor's degree or 3-5 years experience in fundraising, development, or a related field.
- Proven track record of successfully managing annual fund campaigns and special events.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills, with a keen eye for detail.
- Proficiency with donor database systems (experience with Bloomerang is a plus).
- Ability to work independently and collaboratively in a fast-paced environment.
- A passion for the mission of English for New Bostonians and a commitment to serving immigrant and refugee communities.

This is a full-time position, with a mix of in-person and remote work days anticipated for the foreseeable future.

Salary and Benefits

In addition to great colleagues and the satisfaction of elevating the important contributions that immigrants make to Boston and our nation's success, the successful applicant can anticipate a salary range of \$70,000-75,000 depending on experience, and the following benefits:

- Excellent health and dental benefits.
- 403(b) retirement plan, with additional contribution by ENB after two years
- Generous paid time-off package including annual office closure Christmas – New Year's

To Apply

Submit your résumé and thoughtful cover letter as two separate PDFs. Title your resume with YOUR LAST NAME RESUME and your cover letter with YOUR LAST NAME COVER. Use the subject line "Development and Events Manager" and send to info@englishfornewbostonians.org by 10/24/2025. Applications will be reviewed as received.

English for New Bostonians is an Equal Opportunity Employer and is committed to ensuring our staff and board reflect the racial, ethnic and linguistic diversity and lived experiences of the immigrants and others we are privileged to serve. People of color are highly encouraged to apply.