

Office and Communications Manager
Boston Preservation Alliance, a 501(c)(3) Non-profit

The Boston Preservation Alliance is a non-profit historic preservation advocacy and education organization with a staff of four. Working with diverse partners and constituents we promote balancing preservation of the Boston's historic character with growth, evolution and vibrancy. We engage in construction and development impacts throughout the city while advancing high level policy and responding to current events.

We seek an enthusiastic and well-organized individual to manage both office operations and external communications. The ideal candidate will be motivated to manage smooth-running, efficient and quality internal systems as part of a small, collaborative and enthusiastic team and strategically share that enthusiasm for our mission externally.

The Office and Communications Manager will ensure that day-to-day operations support mission and other staff by assisting with fundraising management and bookkeeping (including regular database use), playing a primary role in event planning and logistics, and organizing meetings of our board and committees.

The Manager will also lead Communications with primary oversight of social media and our web site. Additional tasks include development of our bi-monthly e-newsletter, invitations, and other publications, some in collaboration with a graphic designer. The ability to support and enhance advocacy and fundraising efforts through creative and persuasive messaging via all communications channels is crucial.

This is a newly configured position essential to the Alliance's success, and the ability to communicate concisely internally and externally is critical.

Skills/Experience Required:

- Undergraduate degree and at least two years professional or high-level internship/coop experience in an office setting
- Self-directed yet comfortable working within a collaborative team
- The ability to multi-task in a fast-paced environment and respond timely to breaking news
- Excellent writing, communication, and interpersonal skills
- Ability to strategically leverage marketing, branding, and promotion opportunities
- Social Media Management across multiple platforms in an organizational setting
- Web site Management (Drupal experienced optimal)
- Microsoft Word, Excel, PowerPoint
- Graphic design (InDesign & Photoshop preferred) for online and basic printed communications
- Flexibility to manage periodic evening and early-morning meetings and events

Skills/Experience Preferred:

- Previous work in a non-profit setting
- Basic database management and bookkeeping

- Event management
- An interest in/desire to support our core mission to “protect places, promote vibrancy, and preserve character” (Historic preservation training or experience is not required, however, a passion for the uniqueness of a city like Boston and a desire to share that enthusiasm is preferred.)
- Experience with digital fundraising would give candidates preference

Please submit cover letter, resume, references, and salary requirements to:
employment@bostonpreservation.org. Please, no phone calls.