

Operations Associate

Cape Eleuthera Foundation is a 501(c)3 non-profit founded in 1999 to support education and research, and has a strong track record of establishing transformative programs on the island of Eleuthera in The Bahamas. Our Boston-based team recruits students and raises funds to help young people realize their potential, gain perspective on cultures different than their own, and make a positive impact on their world. The Island School, Deep Creek Middle School, and Cape Eleuthera Institute are among the long-term projects awarded grants by our Board of Directors. Through these programs, high school students learn to live on a green campus powered by renewable energy and explore academics outside of traditional classroom walls. Local students from Eleuthera solve real-world problems as part of their middle school training. Researchers generate knowledge on resource management and sustainable development to inform local decision makers. The educational experience is supported by an administrative team based in Boston, MA.

Position Description

We are looking for a self-motivated and detail oriented individual to join our small Boston-based team full-time as the Operations Associate. The ideal candidate has demonstrated administrative drive and is willing to contribute towards our advancement, admission and office management efforts, with the opportunity to grow into more responsibility. The Operations Associate will serve as a liaison between our Boston administrative office and grant recipients in The Bahamas, potential students and families, and our supporters. The Operations Associate will report to the Executive Director of Cape Eleuthera Foundation.

Responsibilities

Advancement

- Assist in planning and executing donor dinners and receptions
- Assist in preparing grant applications and pledge letters
- Review and prepare gift records and reports
- Input donation records into our database
- Participate in donor stewardship efforts through thank you notes and phone calls
- Write and edit articles for the Annual Report and other publications

Admissions

- Manage the online conversion of the student application
- Read and score student applications

- Coordinate and plan admissions gatherings
- Travel occasionally to New England schools and events to promote the program
- Send reminders to applicants and recommendation writers
- Generate student lists and groups in our database
- Manage student enrollment paperwork

Office Administration

- Respond to email and phone questions from clients
- Help coordinate logistics for 3 board meetings per year
- Assist with general business office tasks (complete insurance applications, tracking payments, source supplies)
- Mail, scan, organize and complete documents
- Other duties as assigned

Skills and Qualifications

- A university degree and/or an equivalent combination of education
- Demonstrated ability to complete detailed tasks independently
- Excellent interpersonal and written communication skills
- Ability to manage multiple projects and adapt to accommodate delegated tasks
- Technologically proficient in Microsoft Office and Google web applications, experience resolving printer, projector and network issues. Salesforce database experience is preferred

Compensation

Salary commensurate with experience. Standard benefits for this full-time position include medical, dental and other workplace benefits. Office is located in Boston's downtown Financial District, 1 block from South Station.

Application

Please submit cover letter and resume in a single PDF to: 8d60@app.catchthebest.com The position is available for immediate hire, with applications considered on a rolling basis.