



Associate, Data and Development – Massachusetts

Building Excellent Schools is an established national nonprofit organization committed to improving the academic achievement of students in the nation's urban centers. Our core program is The Fellowship, a 12-month, fulltime, comprehensive training program that prepares dedicated, hard-working, and talented individuals to design, found, and lead academically excellent urban charter schools.

As the organization continues to build, grow, and support schools across the country, we are looking for an urgent, data-driven, curious individual to join the team as **Associate, Data and Development**. Reporting to and working closely with the Director, Development, and the Director, Data Analytics, the Associate will support the collection, analysis, and reporting of BES school data that inform the objectives of the organization. This position is based in Boston.

Key Responsibilities

- Collaborate with BES Development and Communications teams to provide and visualize data for grant proposals and BES publications.
- Identify potential donors by conducting research and working with the CEO and Director, Development to support meetings and correspondence.
- Research grant opportunities in BES territories.
- Write letters of inquiry, develop proposals, and prepare reports.
- Create territory reports to encompass the needs of local stake holders and the capacity for funding.
- Develop and maintain systems to support all of these activities.
- Communicate with existing donors regarding progress.
- Build and maintain a comprehensive dashboard system with achievement and enrollment data for all BES schools.
- Create profiles to document the lifecycle of BES Fellows and schools from inception to current state of operation.
- Create case studies to inform and codify best practice in school operation, instruction, and growth.
- Determine, map, and analyze the cost and impact of BES programming to inform strategy.

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 data and analytic skills using Excel and Tableau.
- A strong ability to communicate findings to a non-technical audience, both visually and in writing.

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