



Corporate Engagement Coordinator

Tech Goes Home

March 2021

Join the Tech Goes Home (TGH) fundraising team as a Corporate Engagement Coordinator! Combine your expertise in organizing volunteer teams with excellent written and oral skills to support TGH's communications to leaders from the public and private sector. The **Corporate Engagement Coordinator** will excel at listening and creatively responding to corporate funders and others interested in supporting TGH's mission through volunteerism. The position will report to the Development Manager and support the Director of Advocacy. This position will allow candidates to grow professionally through support of multiple TGH external efforts from coordinating a new volunteer program to supporting that program and other TGH messages through social media, and tracking key public initiatives for TGH Advocacy.

About Tech Goes Home

Technology, internet connectivity, and training are critical to empowering students, adults, and seniors with access to the essential services and opportunities provided by the digital world. Tech Goes Home collaborates with individuals, organizations, and institutions to provide all three across Greater Boston, but faces increasing opportunities, and therefore pressure for excellent systems and effective volunteers, to enlarge its scope and scale.

TGH has successfully demonstrated that their model helps students improve their grades, parents engage with teachers, seniors access health care safely and remotely, and the unemployed get and keep better jobs. TGH partners with the community institutions--schools, nonprofits, health centers--whose populations face systemic barriers to technology adoption, and provides the course framework, device, and internet access individuals need to participate in our digital world. Tech Goes Home is among the country's most effective solutions for closing the digital divide.

The Corporate Engagement Coordinator Job

The successful candidate for Tech Goes Home's **Corporate Engagement Coordinator** role will be an early career professional looking for the opportunity to contribute to nonprofit fundraising, volunteer management, and communications. While including a terrific variety of objectives and daily tasks, the Coordinator's time will be split almost equally between volunteer management and communications. Communications will include traditional tasks such as website and social media updates as well as opportunities to track legislation, compose messages, and other efforts to support TGH's Advocacy agenda. Like any TGH team member, the Corporate



Engagement Coordinator will also pitch in with enthusiasm on tasks, large and small, that support TGH overall as they arise.

Volunteers

Tech Goes Home succeeds due to hundreds of partners, instructors, and curious, dedicated learners. Our efforts will be enhanced with an innovative volunteer program that aligns with and supports our model of culturally competent, highly customizable courses. Fortunately, several area corporations recognize how critical this work is and support TGH financially. The successful Corporate Engagement Coordinator has a unique opportunity to deepen TGH's corporate partnerships by developing and leading an effective volunteer program for corporate teams and individuals interested in TGH's mission.

- Develop, build, and implement a robust in-house volunteer program that responds to the needs of corporate volunteer teams and incorporates individual volunteers effectively
- Collaborate with the program team to align TGH program goals with opportunities to engage with corporate partners and their social responsibility goals
- Represent TGH with diplomacy and tact, reflecting that TGH is grateful to institutions who have made substantial donations and enthusiastic about extending corporate partnerships to meaningful volunteer opportunities that further the mission and program goals
- As a liaison between corporate teams and TGH, stay in close contact with and collaboration with the other members of TGH's fundraising team
- Ensure TGH volunteer policies, procedures, and orientation serve TGH's systems and result in a positive volunteer experience
- Capture volunteer data and outcomes by accurately managing the volunteer database
- With the Development Manager and other fundraising teammates, plan and implement volunteer appreciation and networking events

Communications

Tech Goes Home communicates with hundreds of people each day, through social media, its website, among its learner and instructor communities, with funders and volunteers, and with the launch of its Advocacy agenda, with public sector leaders, the traditional media, and the public. Clarity, precision, cultural competency, and the multiple logistics that permit good communication from our Salesforce database to maintaining accurate deadlines in our shared calendars all contribute to effective communication. The successful Corporate Engagement Coordinator will provide the support to ensure TGH's external communications explain our work and engage our audiences.

- Develop draft social media posts and keep TGH's social media presence up-to-date, engaging, creative, professional, and accurate
- Draft TGH's e-newsletter to convey to a diverse and wide audience with varying levels of TGH knowledge, current news and opportunities for engagement



- Write the first draft of correspondence, slide decks, policy statements, or other materials to support the fundraising or advocacy teams in persuasive, clear prose
- Update and maintain public-facing, non-programmatic components of website
- Support fundraising and advocacy efforts with calendar reminders, meeting preparation, and logistical support
- Conduct research and convey results on funding opportunities, news, data, and legislation related to digital inclusion and TGH's mission
- With exceptional accuracy, keep Constant Contact and Salesforce up to date with information on external contacts and organizations

Experience

While no candidate is likely to demonstrate every ideal experience, successful applicants will submit a cover letter that responds to most if not all of the following expectations with clear and convincing examples during previous employment.

- A strong commitment to the mission of TGH as well as a passion for building a more just, equitable community and helping people improve their lives.
- The ability to work collaboratively and respectfully with people of different races, cultures, socioeconomic backgrounds, educational levels, and perspectives is necessary.
- Previous professional work experience, with a strong preference for candidates who have launched or, at minimum, led a robust volunteer program.
- Excellent organizational skills and strong executive functioning to juggle multiple priorities, details, and deadlines with grace and timeliness.
- Confident, engaging, empathetic speaker in both one-on-one settings as well as when leading diverse groups, such as a team of volunteers
- Experience working with a high-performance, collaborative, constructive peer group and navigating the challenging conversations that may be necessary to do so
- Proficient in using technology including Salesforce, graphic design, e-newsletter, and the Google suite
- Experience overseeing a volunteer program and/or as a member of a Development team is ideal. Interest in nonprofit fundraising and communications is required.
- Excellent written and oral communication skills with a commitment to accuracy and professionalism and exceptional phone skills
- Demonstrated success both as a self-starter and a collaborative team member
- Lived experience with the challenges of digital equity is valuable and valued at Tech Goes Home.
- Facility with one or more of the languages spoken by TGH's learners is a plus. These include Spanish, Portuguese, Arabic, Mandarin, and Haitian Creole.
- A sense of humor goes a long way in a small, hardworking nonprofit. We value that!



Compensation and Benefits

TGH strives to offer competitive salaries and benefits, within the nonprofit field. Paid time off, extremely generous benefits, and a real commitment to work/life balance are standard. Professional development is guaranteed as you learn about the workings of a small, rapidly growing nonprofit. Salary range is \$40,000 - \$50,000.

At this time, all TGH staff are working from home, with assistance for the resources needed to do so. When it is safe, TGH will evaluate conditions to determine how to resume in-office working. We anticipate that the majority of the Corporate Engagement Coordinator's time will be spent in our Boston office.

TGH is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. TGH is committed to building a diverse staff and strongly encourages women and people of color to apply.

To Apply

Tech Goes Home is working with Carolyn O'Brien Consulting, LLC on this search. To apply, label your resume and cover letter with your last name and "resume" or "cover letter." Attach all materials on the [TGH application form](#).