Learn and Earn - American Red Cross
Tiffany Circle Administrator

Organization Overview:
The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The American Red Cross Tiffany Circle Society of Women Leaders is a national group of philanthropic women who individually contribute $10,000 or more every year. Across the Massachusetts Region, there are 25 active members.

Job Description:
Collaborate on projects, run membership metrics, and help execute event tasks under the guidance of Regional Philanthropy Officer/Tiffany Circle Staff Manager to support the administration of Tiffany Circle.

As a Tiffany Circle Administrator, you will:
- Gather solicitation materials for renewal and recruitment appeals
- Enter information in Salesforce, the donor database, and Volunteer Connection
- Assist with donor correspondence for stewardship
- Conduct or submit research requests for membership recruitment
- Support event logistics
- Assist the Communications team on Tiffany Circle digital and social media content

In this role, you might also:
- Receive a comprehensive view of fundraising and how it keeps the Red Cross humanitarian mission alive
- Find networking opportunities with philanthropic individuals across the state

Qualifications:
- Available 2-3 days per week, between 6-8 hours
- Proficient in Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook.
- Efficient in organizing and prioritizing responsibilities
- Able to work independently
- Excellent verbal communicator; Strong writer
- Eager to learn new programs and processes; Detail-oriented and accurate

To Apply:
Go to GradLeaders and apply today!  https://bhcc.edu/gradleaders

Questions?
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