



the wily network

Build your pack. Build your future.

Development & Communications Coordinator

Start date – June 2026

Full-time and In-Person Position | Newton, MA

The Wily Network partners with college students in the greater Boston area who are working towards their degrees without academic, emotional or financial support from family. Wily provides a critical safety net for Scholars as they navigate college independently.

Wily Scholars bring unique experiences, challenges, strengths and goals to the college journey. Some have experienced homelessness or foster care, some have been denied family support due to their sexual orientation or gender identity, some have lost their parents, and some have family members dealing with addiction, mental illness or incarceration. All are talented and motivated, and all are braving college on their own.

Our program offers weekly clinical coaching, financial resources, community-building support, and networking opportunities to help Scholars move from surviving to thriving. For more information, please visit thewilynetwork.org.

Wily and You

Are you someone who thrives at the intersection of thoughtful communication, relationship-building, and organization? Do you enjoy helping people feel welcomed, connected, and supported? Are you a collaborative team member who finds energy in helping important work move forward with care and consistency?

If so, we would love to meet you.

As a member of the Wily Pack, you will report to the Director of Development & Communications and work closely with the Senior Director of Advancement and the Communications & Grants Manager to support Wily's growing advancement and engagement efforts. Success in this role does not require being an expert in everything. It means being highly organized, responsive, collaborative, and able to contribute meaningfully across communications, donor engagement, events, and project coordination.

You will help coordinate advancement communications, donor relations activities, engagement events, stewardship efforts, and print and digital materials that support Wily's mission and community.



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Desired Qualifications

- 1-3+ years of non profit development, communications or relevant experience
- Demonstrated success in donor relations and communications project management
- Excellent written and verbal communication skills
- Strong organizational and project coordination skills
- Demonstrated attention to detail and follow through
- Expertise with Microsoft Office, Google Workspace, and calendar management
- Familiarity with Salesforce or other CRM/database systems preferred
- Experience creating print and digital marketing materials using Canva and/or other digital content creation tools
- Experience using WordPress (Elementor) to design web pages, update digital content, and support our online campaigns
- Creative, collaborative, and adaptable approach to work
- Ability to manage multiple projects and deadlines simultaneously
- Ability to handle confidential information with discretion and professionalism
- Valid drivers license and/or reliable transportation for travel as required by the position

The Wily Network is especially committed to recruiting candidates from historically marginalized backgrounds and identities as well as those whose leadership style fosters diversity, equity and inclusion. We strive to create a workplace that reflects our commitment to racial, gender, and social equity. All identities will be welcomed, valued, and protected as a member of our Pack.

Compensation: Base Salary \$60,000

How to Apply: Please email a **resume** and **cover letter** to careers@thewilynetwork.org with “Development & Communications Coordinator” in the subject line.

Anyone considered for the position will be subject to a Criminal Offender Record Information (CORI) check, which is a record of all criminal court appearances for a particular individual, including arrests, convictions, dismissals, and serious violations.

This job posting is intended to describe the general nature and level of work being performed for this role. It is not an exhaustive list of all responsibilities, duties, and skills required. The organization reserves the right to modify job duties or change assignments at any time.