



April 8, 2016



Dear [REDACTED],

It is with incredible excitement that I write this letter and offer you a position at Bridge Boston Charter School (the "School", "the Employer"), as our **Development & Operations Associate** beginning **July 1, 2016**. I have no doubt that your passion and commitment will make the ultimate difference in helping our students succeed. The purpose of this letter is to summarize the terms of your employment with the School should you accept our offer. I think that you will be a fabulous addition to the team at the School.

In this role, you will report directly to [REDACTED] **Executive Director**, and your duties will include but are not limited to:

Responsibilities

- Work closely with Development Task Force in developing, tracking, and implementing annual fundraising plan and capital campaign
- Manage processing and tracking of individual gifts, including acknowledgements and data entry
- Work closely with Development Task Force to oversee and implement communication projects including annual report, newsletters, and planned mailings
- Coordinate with Development Task Force on grant tracking, proposals, and reports
- Oversee planning and execution of special fundraising events
- Maintain website and external communication channels for the school at large
- General administrative support: managing at our second location front desk systems from receiving visitors to student afternoon dismissal procedure and duties, coverage schedule for second location; coordinating communication and supply orders with Administrative Assistant in the main building; provide basic day to day operational support including maintaining printers, copiers, receiving calls and deliveries; maintain organized communal storage and work spaces
- Support planning and implementation of all-school events including concerts, parent-teacher conferences, family-admin dinners, orientations, photo days, toy/clothing drive; second point of contact for parent council in supporting fundraisers, meetings, and events
- Having a strong work ethic and commits to doing whatever it takes for students to excel
- Responsible for other duties that may be assigned to you by the Executive Director



Your classification:

- Full Time Employee, FTE = 1.0
- Exempt, Salary, Administrative
- Academic Year 2015-2016, which begins July 1st and ends June 30th

Your benefit package:

- You will be eligible to participate in Bridge Boston's Faculty Benefit Plan commencing on **July 1, 2016**.
- Health Coverage; 70% Employer Paid for Individual, Dual, and Family Plan
- Life & AD&D Insurance; 100% Employer Paid
- Short Term/Long Term Disability Coverage; 100% Employer Paid
- Employee Assistance Program; 100% Employer Paid
- HRA Benefit Plan and Section 125 Plan (Flexible Spending & Dependent Care)
- MTRS Pension Plan or OBRA Retirement Plan (based on eligibility)
- Paid Holidays (12)
- Paid Vacation Days (25); accrued/earned 2.083 per month worked
- The Employer reserves the right to amend the non-salary benefits provided to the employee upon notice to the employee

Please Note: Benefit Package is subject to change upon renewal of benefits for the new school year 2015-2016. The above benefit list represents what is currently being offered to our employees in the school year 2014-2015 and may change for employees of Bridge Boston in the future.

Your wage information:

- Please report to Bridge Boston on **August 1, 2016**.
- All employees are paid on the 15th and last day of each month, for the prior 15 day workweek. Your first pay period will cover **August 1st** through **August 14th** and will be paid on **August 14, 2016**.
- Your regular semi-monthly wages will be \$██████ (annualized at \$██████), per pay period for as long as the agreement remains in effect.
- **This offer of employment is contingent upon the following:**
 - Providing proof of your Bachelor degree awarded to you, on or before July 1, 2016

Your employment with Bridge Boston is entirely at-will. This means that Bridge Boston may terminate your employment at any time, with or without notice, and that you may similarly terminate your employment with Bridge Boston at any time. This offer supersedes any and all prior representations, understandings, proposals, negotiations, agreements, and commitments, oral or written, regarding your employment with Bridge Boston. This at-will agreement constitutes the entire agreement between the parties relating to the subject matter of its agreement and supersedes all prior agreements and understandings, whether written or oral, between the parties relating to such subject matter. The at-will nature of your employment with Bridge Boston may not be amended, modified or altered in any manner without the express written consent of the Executive Director. Either party can terminate the employment relationship at any time with or without cause and with or without notice. This letter does not



constitute a contract. The terms of this agreement may be amended or modified only by written instrument executed by both the Executive Director and the employee.

You agree to devote your best efforts, skill, knowledge, attention and energies to the advancement of the goals and interests of the School and to the performance of your duties and responsibilities as an employee of the School. You agree that you will not undertake any additional employment (whether part time or full time) while employed at the School without receipt of prior written approval from the Executive Director, especially where it affects your commitment to the School.

Your employment is subject to Bridge Boston's financial condition, enrollment, programmatic changes, fulfilling the responsibilities of your position, and maintaining satisfactory performance, conduct, and professionalism, as determined by Bridge Boston leadership. Your employment with Bridge Boston is at-will. No contractual obligations exist between Bridge Boston and you.

This offer is contingent on your providing Bridge Boston with the legally required proof of your identity and authorization to work in the United States, as well as the requisite background and reference checks. Please note that Bridge Boston will not be able to employ individuals who refuse to provide the information necessary to complete background checks; you will be asked to fill out a CORI release form and I-9 forms that must be turned in to the Human Resource Department, or its designee, by the end of the first three (3) business days of your date of hire, or our employment relationship with you may be terminated. The Immigration Reform and Control Act require employers to verify the employment eligibility and identity of new employees.

In case any provision of this agreement shall be invalid, illegal or otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby. The resolution of any disputes under this letter will be governed by Massachusetts law.

Bridge Boston Charter School is committed to the principle of equal opportunity in education and employment. The School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. Inquiries concerning Bridge Boston's compliance with Title IX and other civil rights laws may be directed to the Director of Student Services, 2 McLellan Street, Dorchester, MA 02121, phone: 857-229-1601.

If this letter correctly sets forth the initial terms under which you will be employed by the School, please sign, scan, and email back a copy of this letter, indicating your acceptance of this offer. To remain valid, this offer must be accepted by **April 15, 2016**. **Please email your signed copy to [REDACTED]**

The team of Bridge Boston joins me in welcoming you. I look forward to working with you in doing whatever it takes to ensure that our students are prepared to maximize their potential in high schools, colleges and the world beyond.



Welcome!



Executive Director

By signing below, you are acknowledging and accepting this offer of at-will employment:

Date
