

DEPARTMENT OVERVIEW:

The Red Sox Foundation is one of the largest team charities in Major League Baseball, strategically using its platform to be a leading source of hope and positivity off the field in the areas of health, education and recreation. By coupling our year-round, direct-service programming with our grant-making initiatives and core partnerships, we utilize a unique model as a 501(c)3 nonprofit organization to effectively triple our impact in New England and Lee County, Florida. It is the passion of the best fans in baseball that make our work possible.

POSITION OVERVIEW:

This role is responsible for coordinating the execution of the Red Sox Foundation's direct service programming. There will be a primary focus on the Fenway Park Learning Lab (FPLL) program. This individual will be responsible for working collaboratively with our Programs Team, Boston Public Middle Schools and the school district, program sponsor(s) and partners and the Fenway Park Tours team to ensure the Fenway Park Learning Lab program achieves its annual goals and is improving each year.

RESPONSIBILITIES:

- Oversee the operations, planning and logistics of the Fenway Park Learning Lab.
- Manage the procurement of new FPLL materials and merchandise.
- Develop, revise, and update the Fenway Park Learning Lab workbook annually.
- Maintain ongoing communication with program sponsors to ensure collaboration and partnership.
- Work collaboratively with the Fenway Park Tours department to serve as a liaison for the program and Foundation.
- Organize, execute and attend all FPLL tours, including oversight or attendee transportation, meals, collateral and surveys, including KPI management.
- Assist with data collection and reporting.
- Work in collaboration with Red Sox Foundation's Programs Team and our partners at Boston Public Schools to ensure efficient and effective communications. Consistent data and research on school and district contacts to ensure strong relationships.
- Expand the program's reach to engage every 6th grade classroom in the Boston Public School District by 2027.

- Oversee migration and maintenance of Salesforce for FPLL.
- Assist Red Sox Scholar staff with programming and events, as needed.
- Assist Youth Baseball and Softball programming at Play Ball and Nike RBI events, etc., as needed.
- Work collaboratively with RSF staff to support all other needs, as necessary.

CHARACTERISTICS / QUALIFICATIONS:

- Bachelor's degree preferred.
- Excellent interpersonal skills with a strong work ethic and desire to support youth and families in our communities.
- Works well under pressure and is able to multitask with strong organizational skills.
- Strong teamwork, organization, communication, and group facilitation skills.
- Ability to relate effectively to diverse groups of people from a variety of backgrounds.
- Self-starter with the ability to work in fast-paced, unstructured, and frequently changing environments.

- Ability to work collaboratively as a member of a team.
- Proficiency with Microsoft Office, particularly Outlook, Word, PowerPoint and Excel is required.
- Salesforce experience required
- Ability to work flexible hours including nights, weekends, and holidays.

At the Boston Red Sox and Fenway Sports Management, we go beyond embracing diversity. We're committed to living by our values, strengthening our community, and creating a workplace where people genuinely feel like they belong.

Too often, job seekers don't apply to positions because they don't meet every qualification. If you love this role and are great at what you do, we encourage you to apply. Your unique skills and experiences might just be what we've been looking for.

Prospective employees will receive consideration without discrimination based on race, religious creed, color, sex, age, national origin, handicap, disability, military/veteran status, ancestry, sexual orientation, gender identity/expression or protected genetic information.