

Boston Youth Symphony Orchestras
Development Associate--TEMPORARY

Boston Youth Symphony Orchestras (BYSO) firmly believes in the power of high-quality classical music experiences to change lives. At BYSO, students receive a transformative music education through our renowned orchestras and outreach programs- an education that is rooted in excellence develops life-long skills such as self-confidence, team-work and leadership. To support these efforts, BYSO is seeking a motivated and experienced administrator to manage our Institutional Giving program on a temporary basis from November 2019 through March 2020.

A successful candidate will have excellent writing skills, attention to detail and previous experience in a fundraising office. Specifically, the Development Associate will:

- Manage BYSO's grants calendar, including deadlines for proposals, reports, and other key deadlines
- Support BYSO's Annual Gala by soliciting, tracking and managing corporate sponsorships
- Produce written proposals, reports, acknowledgement letters and other updates for institutional donors
- Communicate with Foundation and Corporate contacts regarding grants and sponsorships
- Process grant awards and sponsorships through BYSO's record keeping and financial system
- Research new foundation and corporate prospects

This part-time, temporary position will report to the Director of Development but will work very closely with all members of the Development and larger BYSO teams.

Approximately 20-30 hours/week, during business hours—some flexibility possible. Position covers November 2019 through the end of March 2020. Pay rate is commensurate with experience (\$18-\$25/hour). Paid Internship hours also available for highly qualified candidates.

The BYSO is a positive, dynamic, inclusive and nurturing environment for both our student population and our staff. With very rigorous fundraising goals, and an open mind about how to reach them, the BYSO offers a tremendous opportunity for a growing fundraiser.

Qualifications:

- Minimum of two years of experience, ideally in a development office, with significant responsibility for providing administrative support.
- Excellent writing skills.
- Proven attention to detail and conscientiousness.
- Excellent time management skills and the ability to prioritize work.
- Comfortable interacting with donors by phone and in-person.
- Must be able to work independently and collaboratively in a highly professional environment.
- Proficient (or highly adaptable) in Microsoft Office Word, Excel and PowerPoint.
- Commitment to fostering a workplace culture of teamwork, diversity, and inclusion.

Other details:

Youth Symphony Orchestras is a registered 501 (c) 3 organization. BYSO does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity and encourages diversity and inclusion in our workplace.

To Apply:

Please send cover letter and resume to Martha Robinson, Director of Development at BYSOjobs@gmail.com.