

**Boston Youth Symphony Orchestras
Temporary Development Associate**

Boston Youth Symphony Orchestras believes that an exceptional classical music experience can be life changing. At BYSO, students experience a transformative music education through participation in our nationally-renowned orchestras and outreach programs. BYSO is seeking a Part-Time, Temporary Development Associate to join this dynamic organization, play a critical role in BYSO's Annual Giving programs and support a growing fundraising team in transition. This detail-oriented and creative member of the team will track donor relationships, process critical donor information, create written and digital messaging for a wide variety of donors including BYSO parents, alumni, ticket buyers and friends and provide administrative support to the Development Department.

Specifically, the Temporary Development Associate will:

- Manage BYSO's database of donors, process donations and create timely reports (BYSO uses the Raiser's Edge)
- Draft written and oral correspondence in the form of Annual Fund appeal letters, digital content and other creative collateral
- Execute logistics for donor communications (printing, mailing, digital messaging etc).
- Prepare basic research on prospects, including BYSO parents, alumni, ticket buyers and friends
- Assist the Director of Development with basic administrative tasks (processing and tracking invoices, preparing meeting agendas, scheduling internal and external meetings, office support)

Qualifications:

- Positive attitude and willingness to be flexible
- Minimum of one year of professional administrative experience
- Experience working with electronic donor tracking systems/databases. **Raiser's Edge experience strongly preferred**
- Excellent verbal and written communication skills
- Proven ability to work unsupervised and make decisions and solve problems independently, effectively, and creatively
- Extensive computer skills, including intermediate or higher level proficiency with Microsoft Office (EXCEL, PowerPoint, and Word)

Other details:

This is a part-time, temporary position that is available immediately. Approximately 20-30 hours/week based on availability. Length of position is flexible, but a minimum commitment until late January 2022 is required. \$18-\$22/hour. This position will require in-office time weekly with some hours remote.

Boston Youth Symphony Orchestras is a registered 501 (c) 3 organization. BYSO does not discriminate on the basis of race, color, national origin, sex, religion, 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. Reference job title in subject line.

About BYSO: Boston Youth Symphony Orchestras (BYSO) is one of the most comprehensive youth orchestras in the nation, with a programmatic scope that includes exceptional orchestral training, full-length opera performances, special programming uniquely designed for very young children and unparalleled opportunities for underserved youth to achieve the highest level of artistic mastery. Since 1958, BYSO has ignited a passion for the pursuit of excellence in music making in Boston's youth. There is no other place for Boston's children to experience music in such a unique and holistic way. Transformation is our goal. Excellence in music-making is our means. BYSO annually auditions nearly 900 students and directly serves over 500 children aged 4–18 from all six New England states and over 120 Massachusetts communities. Each year more than 18,000 audience members participate in BYSO performances and more than 6,000 of them are children. Find out more at www.BYSOweb.org.