

## SENIOR DEVELOPMENT MANAGER: Special Events and Communications

### THE OPPORTUNITY

[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 nationally-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 an experienced professional to join the fundraising team. The Senior Development Manager will manage the organization's growing donor event schedule including BYSO's annual spring gala and produce critical donor communications in the form of written, digital, video and social media content.

As our Senior Development Manager, you will ensure event goal achievement through the effective leadership, engagement, empowerment and mobilization of diverse partners, constituents, and volunteers. You will also play a critical role in sharing BYSO's inspiring impact with donors, community members, BYSO alumni, parents and friends through various communication channels. You will be a part of a growing team of fundraisers that supports BYSO's expanding operations and will manage 1-2 part-time employees.

You are an ideal candidate for this role if you have experience in successful event and project management, have knowledge of the non-profit sector, understand fundraising and donor relations, and are a clear and creative writer and content creator.

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 motivated fundraiser.

### TO APPLY

*To apply to this position, please send an updated resume ready and a thoughtful cover letter that explains your interest in the role and our organization to Martha Robinson, Director of Development at [MarthaR@bu.edu](mailto:MarthaR@bu.edu). Please include the job title in the email subject.*

### KEY RESPONSIBILITIES

- Create and execute the plans for all BYSO donor and alumni events (15-20 annually), including virtual and in-person events large and small:
  - Manage all aspects of each event including donor strategy, logistics, artistic content and storytelling, budgets, reporting, and post-event cultivation of attendees.
  - Manage vendor relationships and logistics.
  - Recruit, manage and support volunteers and committees as assigned to reach event goals.
  - Research and implement all event technology and train staff and volunteers for effective use.
  - Achieve event revenue goals through solicitation of corporate sponsorship and participant fundraising efforts.
  - Work with development, program and artistic teams to create impactful event content for all donor event types (in-person and virtual) including speakers, performances, video and collateral.

- Support key leadership (including Board of Directors) in event participation (such as speaking points) and produce donor research briefs on event attendees.
- Manage all event budgets, invoices and expenses.
- Maintain accurate database records and produce precise event reports (including financial) for development leadership and BYSO's Board of Directors.
- Write and produce high-impact communications for specific BYSO audiences annual reports on giving, program impact reports, and other print, digital and social media communications.
- Partner with development colleagues to support storytelling and to convey donor impact.
- Coordinate with development staff and liaise with other departments on larger BYSO communication pieces like monthly e-newsletters, concert program books, BYSO website and organizational social media strategy.
- Develop and maintain familiarity with BYSO programs, participants and priorities to develop effective written, digital, video and social media content for all events and communications.
- Support development colleagues with various administrative projects as necessary.

**QUALIFICATIONS & MINDSETS**

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below:

- 3+ years of professional experience in event management, development, stewardship, advancement services or related
- Strong project management skills, with an ability to coordinate many individuals and teams
- Superior verbal and written communication skills; ability to articulate a clear and compelling vision
- Exceptional interpersonal skills, enthusiasm for developing productive working relationships across a wide variety of individuals and groups, both internally and externally
- Proficiency in prioritizing and managing multiple, diverse and on-going projects, ability to focus on big-picture ideas as well as the many details of project management and staff supervision
- Working knowledge of Microsoft Office Word, Excel and PowerPoint
- Proficient (or highly adaptable) in using Raiser's Edge or similar donor database software
- Ability and willingness to occasionally work evenings or weekends for events, donor meetings, etc.
- Bachelor's degree from an accredited institution strongly preferred

**COMPENSATION & BENEFITS**

The salary for this position is \$55,000 annually. BYSO offers a compensation package that includes benefits such as a health insurance stipend and generous vacation and sick time.

-----**EQUAL OPPORTUNITY EMPLOYER**-----

*BYSO is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services. Knowing its importance to the success of our work, BYSO is committed to diversity and inclusion, and we aspire to build a diverse staff team and community.*