

Boston Youth Symphony Orchestras
Development Associate, Annual Fund and Alumni Relations

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 Development Associate to join a growing fundraising team that will achieve the organization's ambitious fundraising goals as well as powerfully stewarding and strengthening BYSO's relationships with the individuals, corporations, and foundations that provide financial support for programs, operations and growth.

The Development Associate will play a critical role in BYSO's Annual Giving and Alumni Relations programs. This detail-oriented and creative member of the team will track donor relationships, process critical donor information, create hard-copy and online messaging for a wide variety of donors, grow BYSO's alumni and annual fund engagement and stewardship, support signature events including our annual gala, and provide key administrative support to the Associate Director of Individual Giving.

Specifically, the Development Associate will:

- Participate in the creation and evaluation of Annual Fund and Alumni Relations strategy
- Coordinate and execute logistics of Annual Fund and Alumni Relations activities, including project timelines, budgets, contact lists, and vendor relationships
- In conjunction with the Associate Director of Individual Giving, create written and oral correspondence including but not limited to Annual Fund appeal letters, online campaigns, and creative collateral
- Manage a range of functions for BYSO's donor database, Raiser's Edge, including gift entry, constituent data entry/record maintenance, reports/exports, and portfolio analysis and stewardship
- Train staff as needed on Raiser's Edge functions and maintain internal user guides on procedures
- Coordinate with Finance to ensure reconciliation of gift information and production of required audit materials
- Conduct research on prospects, including BYSO parents, alumni, ticket buyers and friends to foster and maintain moves management procedures
- Support event planning and execution as needed for BYSO fundraising and stewardship events, in coordination with Development Manager, Events
- Build relationships with BYSO Alumni and Annual Fund donors to better understand their needs
- Serve as a resource to and interact with donors of all levels, including board members
- Assist Associate Director with department-related activities and projects as assigned

Qualifications:

- Positive attitude and high motivation to grow BYSO's funding portfolio.
- Minimum of two years professional administrative experience. Fundraising experience strongly preferred.
- Experience working with electronic donor tracking systems/databases. Raiser's Edge experience strongly preferred
- Excellent verbal and written communication skills.
- Superior attention to detail.
- Impeccable organizational and time management skills.
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, coordinate, and manage own work.
- 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).
- Experience and interest in producing creative content—written, oral, and digital content.

Other details:

This is a full-time hybrid position. Compensation is commensurate with experience, and includes some benefits. 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 your resume and thoughtful cover letter to Molly Grannell, Associate Director of Individual Giving, at mcgranne@bu.edu. 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.