

Institutional Giving 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 nationally-renowned orchestras and outreach programs—an education that is rooted in excellence and develops lifelong skills such as self-confidence, teamwork and leadership. To support these efforts, BYSO is seeking a motivated and experienced administrator and writer to provide support to our Institutional Giving program on a temporary basis from August 2022 to December 2022. This is a hybrid role that will require regular days in our Boston-based office.

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

- Manage BYSO's grants calendar, deadlines for proposals, reports, and other key deadlines
- Produce written proposals, reports, and other updates for review
- Communicate with Foundation and Corporate contacts when necessary to acquire important information about grants and reports
- Produce acknowledgement letters for institutional donors
- Process grants and awards 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.

Flexible hours (approximately 20-30 hours/week) from August 2022 to December 2022. Pay rate is commensurate with experience (\$18-\$24/hour).

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 1-2 years of experience, ideally in a development office, with significant responsibility for providing administrative support.
- Excellent writing skills. Experience writing grant proposals and reports is highly desirable.
- Proven attention to detail and conscientiousness.
- Excellent time management skills and the ability to prioritize work.
- Strong organizational skills, including the ability to balance multiple projects simultaneously without losing sight of details.
- Must be able to work independently and collaboratively in a professional environment.
- Proficient (or highly adaptable) in Microsoft Office Word, Excel and PowerPoint. Experience with Raiser's Edge database preferred, but not required.
- Commitment to fostering a workplace culture of teamwork, diversity, and inclusion.



Other details:

BYSO 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. Please include job title in email subject. Posting will remain open until filled. Applications received by July 1, 2022 will be given preference.