



**BOSTON YOUTH
SYMPHONY
ORCHESTRAS**

Development Officer: Institutional Giving (Part-Time)

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 a motivated, experienced fundraiser to oversee and grow the organization's robust institutional giving portfolio. This is a part-time position (10-15 hours/week).

This position requires high-level donor solicitation skills, effective grant writing and creation of corporate pitches, a combined with effective management skills to supervise BYSO's full-time Development Associate who manages BYSO's complex calendar of grants, reports and budgets. The work will include prospecting, cultivating, soliciting and stewarding foundations, corporations and government entities, with a particular focus on improving and adapting messaging for a variety of donors supporting a variety of projects within BYSO.

A successful candidate will have in-depth knowledge of the non-profit sector and will be comfortable, confident and effective in soliciting gifts from foundations, corporations, and government agencies. This individual will bring a creative energy that manifests in ideas, thoughtful strategy and the skills to implement them completely.

This individual will be a part of a growing team of fundraisers that supports BYSO's expanding operations.

KEY RESPONSIBILITIES:

- Create strategies for each institutional partner and work with the Development Associate to ensure that the strategy is implemented
- Support BYSO's full-time Development Associate in managing the full grants calendar—specifically reviewing grants, reports, budgets and other stewardship pieces—ensuring that the strategy created for each is being carried out
- Research new prospects and strategize ways to engage them
- Communicate with donors directly (via phone, email, in-person or through other communication channels with confidence and accuracy
- Represent BYSO at high level meetings and site visits with donors and prospects

QUALIFICATIONS:

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 to 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:

- Minimum of three years professional experience in direct fundraising from foundations, corporations and government agencies
- Excellent grant writing skills
- Previous experience interacting with donors, foundation officers or high level corporate decision-makers



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- Exceptional interpersonal skills, enthusiasm for developing productive working relationships across a wide variety of individuals and groups, both internally and externally
- Working knowledge of Microsoft Office Word, Excel and PowerPoint; knowledge of Raiser's Edge (or similar) preferred
- Ability and willingness to work evenings or weekends for events, donor meetings, etc.

COMPENSATION:

This is a part-time position (approximately 10-15 hours per week) with a salary of \$24-\$32 per hour.

OTHER DETAILS:

Boston Youth Symphony Orchestras is a registered 501 (c) 3 organization. BYSO does not discriminate on the bases 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.