



## **Boston Youth Symphony Orchestras Development Operations Assistant**

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 Operations Assistant to join a fundraising team that will help achieve the organization's ambitious fundraising goals as well as powerfully steward and strengthen BYSO's relationships with the individuals, corporations, and foundations that provide financial support for programs, operations and growth.

The Development Operations Assistant will play a critical role in supporting all aspects of BYSO's Development Team through database and constituent management, gift entry and reporting, and forward-thinking problem solving. This team member should have a strong attention to detail, an aptitude for systems, a team-oriented mindset, and an interest in multiple aspects of fundraising such as data analysis, donor relations, and operational support. We look forward to welcoming a team member with an interest in growing their skills/knowledge to achieve the below goals and develop into other areas of fundraising, with growth opportunities within this team.

Specifically, the Development Operations Assistant will:

- Learn and manage a range of functions for BYSO's donor database, Raiser's Edge, including gift entry, constituent data entry/record maintenance, reports/exports, donor stewardship, and donor analysis
- Conduct research on prospects, including BYSO parents, alumni, ticket buyers and friends to foster and maintain moves management pipeline and grow knowledge of donor cycles/relations procedures
- Coordinate with Finance to ensure accuracy of gift information and reporting
- In conjunction with the Associate Director of Individual Giving, participate in the planning, creation, and execution of Annual Fund and Alumni Relations strategies and projects such as mailings, events, and engagement opportunities
- With guidance from the Development Manager, Events support event activities such as RSVP management, donor research, and onsite staffing
- Build relationships with BYSO Annual Fund and Alumni donors to further their connections to BYSO
- Serve as a resource to and interact with donors of all levels and types as a representative of our team
- Assist Associate Director with department-related activities and projects to gain a holistic view of Development and further explore growth opportunities within your areas of interest

### **Qualifications:**

- Positive attitude and high motivation to learn about and support BYSO's fundraising goals
- One-two years of professional experience desired, with Development experience strongly preferred
- Experience working with donor tracking systems/databases, Raiser's Edge experience strongly preferred
- Superior attention to detail and impeccable organizational/time management skills
- Excellent verbal and written communication 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 independently, effectively, and creatively
- Extensive computer skills, including proficiency with Microsoft Office (EXCEL, PowerPoint, and Word)



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**Other details:**

This is a full-time hybrid position that offers flexibility, plus some benefits. The salary range is \$40,000-\$45,000 and is commensurate with experience. 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](mailto: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 550 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](http://www.BYSOweb.org).