



Boston Youth Symphony Orchestras *Donor Engagement Officer*

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 passionate and experienced fundraiser to manage and grow individual relationships for the organization's growing donor portfolio.

A successful candidate will be experienced, confident and effective in identification, cultivation, solicitation, stewardship, and retention of major gift and planned giving prospects. Additionally, they will bring administrative and project management skills to manage the details of BYSO's major gift program. This individual will report to the Chief Advancement Officer and will bring a creative energy that will manifest in ideas, thoughtful strategy and the skills to implement them completely.

Key Responsibilities:

- Work with Chief Advancement Officer and organization's leadership to create BYSO's major gift strategy and support all administrative aspects of carrying it out
- Directly manage a portfolio of 50-75 donors with a giving capacity of at least \$10,000 from identification, cultivation, solicitation and stewardship
- Support Chief Advancement Officer's portfolio including donor strategy, logistical support and gift tracking
- Manage donor relationships and actions of Board Members, committee members and other volunteers
- Work with Individual Giving team to cultivate pipeline of major donor prospects
- Conduct donor research on new and existing prospects
- Participate in BYSO's Capital Campaign planning and execution
- Manage all administrative aspects of BYSO's major gift program including creating collateral, scheduling committee meetings, tracking action items, coordinating with events team and other administrative duties

The Donor Engagement Officer will work closely with volunteers, committees and staff members to collectively raise \$2M+ annually to support BYSO's innovative and high-quality youth arts programming while growing the prospect pool for the next phase of BYSO's Capital Campaign. This individual will have excellent verbal and writing skills, be a strategic thinker and a skilled project manager, be highly organized in managing the details of multiple projects, grow the donor portfolio and implement best practices into BYSO's progressive fundraising program.

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:

- Positive attitude and high motivation to grow BYSO's funding portfolio
- Minimum of 4-5 years professional experience and track record in raising 4-5 figure gifts
- Proficiency in high level donor research and donor database tracking
- Excellent writing skills and confidence in public speaking
- Proficiency in prioritizing and managing multiple, diverse and on-going projects



- Good interpersonal skills and ability to appropriately manage sensitive and confidential information
- Strong knowledge of Microsoft Office Word, Excel and PowerPoint
- Experience working in a database, Raiser's Edge database preferred
- Ability and willingness to work evenings or weekends for events, donor meetings, etc.

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.

Other details:

This is a hybrid role that will require 3 in-office days per week in our Boston-based office with occasional additional in-person requirements for donor meetings, concerts, events, etc.

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.

Compensation and Benefits:

Salary range is \$60,000- \$75,000 annually and includes a full benefits package including health and dental insurance.

To Apply:

Please send cover letter and resume to Martha Robinson, Chief Advancement Officer, at bysojobs@gmail.com. Please include job title in email subject. Posting will remain open until filled.