



"Music deepens the sensitivity, understanding and intelligence of our students while opening their eyes to the world." - Federico Cortese, Music Director

Development Associate (Temporary)

Department	Development
Reports to	Chief Advancement Officer
Position level	Associate; part-time; temporary
Primary location	922 Commonwealth Avenue, Boston, Massachusetts
Compensation	\$24/hour
Schedule	On site minimum of 2 days/week, with flexible hours for remote work during the M-F workweek

Position Overview:

The Development Associate will manage the day-to-day administrative operations, data tracking, and workflow processes for BYSO's Major Gift program. This role ensures smooth communication, accurate record-keeping in the donor database, and timely execution of stewardship and cultivation plans for high-net-worth donors.

Key Responsibilities:

Database & Portfolio Management

- CRM Tracking: Maintain accurate and up-to-date records of donor interactions, proposals, and moves management stages in the CRM/donor database.
- Contact Reports: Log meeting notes, correspondence, and strategic next steps submitted by frontline fundraising staff.
- Reporting: Generate regular and ad-hoc reports tracking portfolio progress, outreach metrics, and gift pipelines toward fundraising goals.

Cultivation & Solicitation Support

- Meeting Preparation: Assist in preparing briefing materials, background research, and talking points for donor meetings and executive staff solicitations.
- Proposal Coordination: Help draft, format, and proofread major gift proposals, impact reports, and pledge agreements.
- Correspondence: Write and coordinate personalized acknowledgment letters, thank-you notes from leadership, and stewardship updates for donors.

Stewardship & Event Logistics

- Stewardship Execution: Implement tailored stewardship plans to ensure major donors receive timely reports on how their funds are used.

- Event Support: Assist with the planning and execution of donor cultivation events (including BYSO's Annual Gala on February 27, 2027), dinners, and board-hosted gatherings.
- Cross-Department Collaboration: Coordinate with finance/accounting teams to track gift allocations, pledge payments, and matching gifts.

Qualifications & Skills:

- Education: Bachelor's degree preferred, or equivalent professional experience in an office environment.
- Experience: 1–3 years of administrative experience, preferably within a nonprofit development, fundraising, or corporate setting.
- Technical Skills: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience using CRM databases or donor management software (Raiser's Edge preferred).
- Communication: Exceptional written, verbal, and interpersonal communication skills.
- Discretion: High level of professionalism and ability to handle confidential donor and financial information with strict ethical standards.
- Organizational Skills: Strong attention to detail, ability to manage multiple competing priorities, and proactive problem-solving skills.

Employment Details:

This position offers flexible hours (approximately 20-30 hours/week) from November 2026 through May 2027; however, a consistent work schedule will be agreed upon. While there is some flexibility for remote work, in-office hours are required on Tuesdays and Wednesdays at BYSO's administrative offices at 922 Commonwealth Avenue in Boston. Occasional on-site work at the BYSO Youth Center for Music at 235 Huntington Avenue may also be necessary. This position requires attendance at BYSO's key annual fundraising event on Saturday, February 27, 2027 at the Museum of Fine Arts, Boston.

About BYSO

Since its founding in 1958, the Boston Youth Symphony Orchestras (BYSO) has reached thousands of students across New England through a legacy of high-quality training, the brilliance of classical music, and the gift of human connection.

The mission of BYSO is to encourage musical excellence in a professional and supportive environment by providing the highest quality orchestra training and performance opportunities to qualified musicians, grades K-12, and making its programs accessible to underserved communities through financial assistance and outreach.

BYSO is one of the most prestigious, comprehensive, and remarkable youth orchestras in the nation. BYSO recently opened the doors to its iconic BYSO Youth Center for Music, which is giving young musicians from every corner of Boston and beyond unconditional opportunities to be immersed in music training and performance at the highest level. To learn more about BYSO please click [here](#).

To Apply

Interested candidates should submit a resume and cover letter to Leigh Carey, Director of Finance at lcarey2@bu.edu. Please reference the job title in the subject line. Posting will remain open until filled.

Equal Opportunity Employer

Boston Youth Symphony Orchestras is a registered 501(c)3 organization and is committed to equity, diversity, and inclusion in all facets of the organization. BYSO welcomes applications from all qualified candidates regardless of age, race, gender, sexual orientation, disability, religion, or national origin.