



Baltimore School for the Arts Foundation Development Assistant

The Baltimore School for the Arts Foundation (the Foundation) is the fundraising partner of the Baltimore School for the Arts (BSA). The Foundation is a 501c(3) organization that works closely with the community to fund the arts, academic, and community initiatives that make BSA one of the top five public arts high schools in the country.

As the Development Assistant, you will join an enthusiastic, collaborative team of professionals committed to the mission and vision of the BSA/TWIGS. The Foundation is a focused, fast-paced and supportive work environment committed to diversity and equity in all aspects of our work. We intend to recruit and support an inclusive staff who will enable us to continue evolving to serve a diverse city better.

JOB SUMMARY

Reporting to the Director of Individual Giving, the Development Assistant supports and/or coordinates the administrative processes of the Foundation with a cross-departmental focus in fundraising, marketing, and finance. A successful candidate will enhance the team's capacity by managing gift entry, coordinating cross-departmental data requests, and acknowledging all gifts received. They must be extremely detail-oriented and work to ensure delivery of impeccable donor services.

Primary Responsibilities

- Process donations on a daily basis from diverse revenue streams including online gifts, mailed checks, stocks, donor advised, funds and more.
- Manage gift acknowledgement process and produce donor letters on a weekly basis.
- Generate monthly gift and payment reports and track campaigns, funds, and appeals.
- Regularly manage updates to constituent database and MailChimp mailing lists to ensure all contacts are properly moved through the development process and coded appropriately.
- Coordinate logistics for Foundation mailings; maintain accurate mailing lists, run mail merges, and confirm supplies.
- Work with the CFO to ensure the integrity and accuracy of donations each month.

Other Responsibilities

- Assist the Director of Marketing + Communications including but not limited to website updates, social media implementation, and email marketing.
- Assist with events for both the Foundation and BSA.
- Provide administrative support to the Foundation team members including organizing filing systems and coordinating office supplies and equipment.
- Other duties in collaboration with the Foundation team as needed.

QUALIFICATIONS

The Foundation seeks someone for this role who has the energy, enthusiasm, and desire to make a real difference in the Foundation's fundraising efforts.

Preferred

- A minimum of 1 year in a comparable position or equivalent experience.
- Experience with Raiser's Edge is preferred. Experience with any donation database is extremely helpful for this position.
- Passion for the mission of the Baltimore School for the Arts/TWIGS.
- Familiar with non-profit organizations and an eagerness to grow as a nonprofit professional.
- Organized and detail-oriented.
- Excellent verbal and written communication skills.
- Able to meet deadlines while handling multiple priorities.
- Both collaborative and able to work independently; a self-starter.
- Adept at relationships with people of various identities and cultures.

ABOUT THE POSITION

- The Foundation Assistant position is a full-time, hybrid position with a salary range of \$40,000-\$45,000 commensurate with experience and qualifications.
- The Foundation pays for 75% of your (and your dependent/s) medical and prescription health care premium(s).
- 403b plan is available with pre-tax contribution eligibility.
- All employees are entitled to 4 weeks of vacation, 6 sick days, and 9 paid holidays, in addition to Winter Break and Spring Break each year.

Interested applicants should send a resume and brief letter of interest to the attention of **Meredith Rosenblatt** at mrosenblatt@bsfa.org.

The Baltimore School for the Arts actively strives to be a diverse and inclusive community in its educational, admission, and employment practices. We do not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.

ABOUT THE BALTIMORE SCHOOL FOR THE ARTS

Founded in 1979, Baltimore School for the Arts (BSA) provides pre-professional arts training and a rigorous college-prep curriculum to Baltimore-area students. It is "Where the Arts Change Kids' Lives." BSA seeks to prepare the next generation of the creative workforce by providing cutting-edge arts and academic training to 430+ high school students. The school also provides after-school arts instruction to 600+ Baltimore City students in the 2nd-8th grade through its TWIGS program and serves the greater community through its community outreach programs. A Baltimore arts institution, BSA is a dynamic environment where students pursue their artistic passions in the disciplines of dance, film and visual storytelling, music, stage design and production, theater, and the visual arts while receiving a rigorous academic education.

BSA is part of the Baltimore City Public School System, though it has been granted certain autonomies, including a student admissions process that relies upon auditions in artistic disciplines. BSA alumni can be seen on Broadway and television, in films, in major galleries, and in dance companies around the world. Others can be found analyzing stocks on Wall Street, working in well-respected hospitals, running their own start-ups, and leading local social and civic organizations driving change in the Baltimore community.

To learn more about Baltimore School for the Arts and the Foundation, please visit bsfa.org