



## **Baltimore School for the Arts Director of Development**

The Baltimore School for the Arts Foundation is the 501c(3) fundraising partner of the Baltimore School for the Arts (BSA), a Baltimore City Public High School, and the TWIGS (To Work in Gaining Skills) program for Baltimore City youth grades 2-8. Created in 1980, the Foundation has grown from a small annual fundraising organization to one that manages 100+ part-time arts faculty, a strong endowment, and multiple project-based budgets with a \$4.2 million annual budget.

As the Director of Development, you will join an enthusiastic, collaborative team of professionals committed to the mission and vision of the BSA. BSA 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 BSA to continue evolving to serve a diverse city better.

### **JOB SUMMARY**

Reporting to and partnering with the Foundation Director, the Director of Development is responsible for the planning, management, and growth of the Foundation's annual operating fund. This includes overseeing the year-round coordination of donor cultivation, solicitation, and stewardship. The Director of Development manages the daily fundraising operations of the Foundation, overseeing the Development Associate and Alumni Liaison and working closely with the Grant Writer. The successful candidate will enhance the team's capacity to sustain relationships with its many donors and attract new supporters.

### **Primary Responsibilities**

- Maintain a portfolio of individual donors, family foundations, and prospects of meaningful capacity by utilizing fundraising best practices, with a heavy focus on in-person solicitations, to help the Foundation achieve short and long-term fundraising goals.
- Grow the individual donor base by identifying, qualifying, cultivating, and soliciting new prospects, moving them through the pipeline in an intentional, systematic, and authentic way.
- Develop and maintain ongoing relationships with major donors (\$3,500+).
- Develop bold giving and engagement strategies through a collaborative process with the Foundation team and BSA colleagues, based on research and relationships.
- Supervise and work closely with the Development Associate to ensure the integrity of BSA's donor database, Raiser's Edge.
- Supervise and work closely with the Alumni Liaison to implement engaging and impactful alumni giving programs, communications, and events.
- Facilitate conversations with BSA staff and faculty to identify programs and initiatives that require funding or may be of interest to potential prospects. Connect with colleagues to secure relevant project information, including budgets, to create proposals.
- Serve as a strategic thought partner to the Foundation Director to create donor strategies, campaigns, and initiatives to achieve community-wide goals.
- Actively contribute to BSA's equity-informed and inclusive work environment by taking an active role in promoting practices that support diversity, inclusion, and belonging.

- Assist with events for the Foundation, BSA, and TWIGS, including BSA's annual fundraising event, Expressions.
- 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 BSA's fundraising efforts. The Director of Development will be a strategic thinker who anticipates needs, contributes creative ideas, and proposes solutions with strong decision-making capability; taking initiative to investigate and resolve questions.

### Preferred

- A minimum of 5 years of professional fundraising work or equivalent experience.
- Experience with Raiser's Edge is preferred.
- Management experience is preferred.
- Passion for the mission of the Baltimore School for the Arts.
- Eagerness to grow as a fundraising professional and willing to tackle opportunities and special projects as needed.
- Knowledgeable on a variety of fundraising strategies and methods. Experienced in planning and implementing long- and short-range goals to meet established priorities.
- Proficiency in listening to understand donor motivations and build trusted relationships.
- Ability to manage time, resources, and workload to maximize productivity and financial results, while maintaining a clear view of how each advances the institution's mission.
- Strong verbal and written communication skills and the ability to present effectively one-on-one and to small groups.
- High level of tact and diplomacy with donors, board members, volunteers, and staff at all levels.
- Ability to foster teamwork and work cooperatively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- Adept at relationships with people of various identities and cultures.

## ABOUT THE POSITION

- The Director of Development position is a full-time exempt, hybrid position with a salary range of \$85,000-\$91,000 commensurate with experience and qualifications.
- The Foundation offers a choice of 3 different health plans and pays for 75% of the insurance premium for the employee and their dependent children on the least expensive plan.
- 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, Spring Break, and the following BCPSS Holidays:
 

|                                      |                               |
|--------------------------------------|-------------------------------|
| 4th of July                          | Martin Luther King's Birthday |
| Labor Day                            | President's Day               |
| Election Day (during election years) | Memorial Day                  |
| Thanksgiving                         | Juneteenth                    |
| The day after Thanksgiving           |                               |

If a holiday falls on a Saturday or Sunday, the Foundation will determine on which day the holiday will be observed.

Interested applicants should send a resume and brief letter of interest to the attention of **Stephanie Moore**, Foundation Director at [smoore@bsfa.org](mailto:smoore@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. A Baltimore arts institution, BSA is a dynamic environment where students pursue their artistic passions in the disciplines of Dance, Music (Vocal or Instrumental), Theatre (Acting or Stage Design & Production), Visual Arts, or Film & Visual Storytelling 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](https://bsfa.org)

## **ABOUT TO WORK IN GAINING SKILLS (TWIGS)**

To ensure that all children in Baltimore City have access to the arts, BSA created TWIGS (To Work In Gaining Skills), a free after-school program for Baltimore City students in 2nd-8th grades. The program provides after-school services for more than 500 Baltimore City residents each year.

TWIGS brings students together with professional artists in a multi-year curriculum designed to build understanding and skill in one of five art disciplines: Dance, Music (Vocal or Instrumental), Theatre (Acting or Stage Design & Production), Visual Arts, or Film & Visual Storytelling. Classes run between 22 and 32 weeks during the school year, culminating in year-end student performances, recitals, and exhibitions. TWIGS serves as a stepping stone for admission to the high school or a similar pre-professional art program; each year roughly 50 percent of the incoming freshman class at BSA have been trained through TWIGS.

To learn more about Baltimore School for the Arts and the Foundation, please visit [bsfa.org/twigs](https://bsfa.org/twigs)