



DEVELOPMENT and OUTREACH ASSOCIATE
Full-Time

100% Remote

Boston City Singers provides the highest level of musical training and extensive performance opportunities to children and young people designed to inspire personal development, emphasize teamwork, celebrate diversity, and foster goodwill worldwide. Since 1995, we have been serving singers ages 4 - high school in the urban neighborhoods of Dorchester, Jamaica Plain, and North Cambridge. With a focus on inclusion, access, and social justice, we are known for our family atmosphere where diversity of all kinds is acknowledged and welcomed.

I. DEVELOPMENT/FUNDRAISING 12 hours weekly

In partnership with the Founding Artistic Director, Managing Director, and the Board of Directors, the successful candidate will be involved in all fundraising and development activities. It is expected that the person will forge new relationships, and build Boston City Singers' visibility, impact, and financial resources.

- Responsible for foundation research, prospecting, and recommendation of prospective donors
- Provide monthly written updates on development activities
- Work in conjunction with the Founding Artistic Director, Managing Director, and members of the Board of Directors' Development Committee to broaden the scope and depth of resources
- Support grant proposal writing
- Prepare grant reports
- Draft periodic communications to donors, friends, and prospective donors.
- Develop and maintain ongoing relationships with major individual, government, and foundation donors
- Keep donors, friends, community and civic activists, media, and prospective donors up-to-date on performance and programming activities
- Oversee Annual Appeal including compilation and distribution of the Appeal and writing acknowledgement letters
- Oversee Giving Tuesday - design, implementation, and acknowledgment of gifts
- Assist with planning and execution of donor cultivation/solicitation events and special events

II. OUTREACH - 12 hours weekly

- Build rapport with the parent community through communications and special events in association with Dorchester and Jamaica Plain Programs Manager
- Arrange meetings with headmasters/principals to discuss the possibility of in-school or after-school programs
- Identify performance and collaboration opportunities for Cantare and Tour Choir (like RiverSing, and other options local and further afield) to broaden the depth and scope of the members. Fee-paid events support the scholarship fund. Work in collaboration with the Cantare, Artistic, and Managing Directors.
- Track outreach and report at staff meetings

III. DATA ENTRY SELECTION AND MANAGEMENT - 10 hours weekly

- Be the primary manager of the organization's development database, becoming an expert in its design and functionality, and developing strategies for its use
- Responsible for accurate record management and report generation in the fundraising database, including processing grants and gifts, and data entry

IV. PARENT COUNCIL COORDINATOR - 1-2 hours weekly

- Build rapport with the parent community through communications and special events.
- Schedule the Council meeting in the early evening once a month.
- Coordinate and manage a monthly meeting of the Parent Council, created to assist with events and fundraising, and provide a sounding board for parental involvement. To take place virtually.
- Follow up on discussions, ideas, and decisions

NOTE: No activity June - September

IV. OTHER RESPONSIBILITIES AS NEEDED.

Timeframe

- Full-time / Full year
- Some evening/weekend hours will be assigned

Hours Monday - Friday

Reports to and works closely with Managing Director and Founding Artistic Director

Applicant Key Competencies

- Bachelor's Degree
- Two years experience with a nonprofit in a development role
- Knowledge of development role's best practices
- Respect for Creative Youth Development programs and Boston City Singers' mission and vision
- A commitment to being an integral part of an organization committed to diversity, equity, and inclusion
- Is comfortable in establishing and maintaining effective working relationships, internally and externally
- Exceptional written and verbal communication skills
- Flexible attitude with the ability to adjust quickly to shifting priorities, multitask, meet deadlines, exercise good judgment, and handle high-pressure situations
- Strong work ethic, can work independently and has an entrepreneurial spirit
- Ability to take initiative and anticipate potential project complications or needs before they arise.
- Ability to think critically and strategically.
- Strong computer skills (Raiser's Edge or other donor software, Microsoft Office, and publication/creative software).
- Exceptionally well organized with attention to detail
- Proficient in Word and Excel [in use of documents and spreadsheets in GoogleDrive] and knowledge of fundraising software.
- Goal oriented
- Is reliable and punctual

Compensation \$50,000 - \$70,000 annually commensurate with experience

Benefits

- Fourteen paid holidays plus two weeks of vacation time annually after six months of employment; three weeks annually after three years, five weeks annually after ten years; Comp days can be added annually at the discretion of one's manager
- Retirement Contribution of 9% of salary after two years of employment unless suspended in any year by the Artistic Director and Board of Directors
- MA Law mandates that each employee, regardless of the type of employment or number of hours worked, earns one hour of sick leave for every 30 hours worked up to 40 hours in a calendar year. Full-time employees are granted additional sick leave as needed on the honor system
- Telephone Reimbursement Subsidy of \$80 per month
- Mileage: Based on the annual IRS Reimbursement Rate, employees in this category are reimbursed for mileage as needed to attend meetings outside typical work activities (e.g., meetings at schools, potential sites for performances)
- Health Insurance: Family health insurance reimbursement at 100% of the premium

Work Authorization

Current authorization to work in the United States is required. Candidates must be authorized by their first day of employment.

To Apply

Email your cover letter and resume to melissagraham@bostoncitisingers.org with the subject "Development Associate." Interviews will be held on a rolling basis. No phone calls, please.

Boston City Singers is an equal-opportunity employer and encourages candidates of all backgrounds to apply for this position. Boston City Singers does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics, or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat, or harassment that demeans individuals' dignity or interferes with their ability to learn or work or any other characteristic protected by federal, state, or local law.