



Baltimore School for the Arts Development Coordinator

The Baltimore School for the Arts Foundation works closely with the greater Baltimore community to fund the artistic, academic and community initiatives of the BSA high school and TWIGS. We generate 60% of the annual institutional revenue needed to secure the programs that make our school one of the top arts schools nationwide.

As the Development Coordinator, you will join an enthusiastic, collaborative team of professionals committed to the mission and vision of the BSA. Our Director of Development, a BSA graduate, leads the Foundation team in promoting the work of our artist scholars and supporting the creative leadership who nurture their development.

The BSA is a focused and supportive work environment. We are committed to diversity and equity in all aspects of our work. Our intention is to recruit and support an inclusive staff who will enable BSA to continue to evolve to better serve a diverse city.

Development Coordinator:

Reporting to the Director of Development, the Development Associate for BSA supports and/or coordinates all aspects of Development-related activities and services. As the “hub of the wheel” in many activities, the Development Coordinator will assist the Director and other members of the Development team and ensure the smooth and efficient daily operation of the Development Office. The successful candidate will enhance the team’s capacity to sustain existing relationships with its many donors and attract new supporters.

Primary responsibilities fall into these categories:

Departmental support and coordination

- Provide administrative support to the Director of Development and, as directed, other development team members
- Manage meeting preparation and follow-up for board and committee meetings
- Provide general administrative office support; office organization, paper/filing management, supplies and equipment, scheduling, and meeting materials.
- Generate monthly gift and payment reports, and track campaigns, funds, and appeals.
- Work with Finance to ensure the integrity and accuracy of donations each month.
- Maintain data integrity and synchronize with online giving platform
- Assist with online giving efforts including social media campaigns
- Coordinate logistics for Foundation mailings; maintain accurate mailing lists, run mail merges, confirm supplies, and organize volunteers to ensure that deadlines are met.

Donor database management

- Lead current project to update donor data accuracy and integrity in BSA’s Raisers Edge database
- Maintain database to keep accurate donor, event, gift and organization records and other CRM tasks. Regularly update donor histories and profiles.
- Create and run queries for reports as needed

“Front line” role in donor relations

- Process donations and timely donor acknowledgements; create and send acknowledgement letters, emails/texts, and phone calls as needed
- Respond to donor inquiries and requests with the assistance of the Director of Development
- Assist with prospect research as requested

Event coordination and support

- Assist with fundraising events; coordinate event logistics including vendor contracts, printing and mailing of invitations, maintain guest lists, day of support, etc.

Experience

- BS degree or related experience
- A minimum of 2 years in a comparable position or equivalent experience

Qualifications

- Passion for the mission of the Baltimore School for the Arts
- Familiar with non-profit fundraising
- Organized and detail oriented
- Excellent verbal and written communications 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 a wide variety of identities and cultures
- Problem solver
- Able to learn to maintain proprietary database systems. Experience with Raisers Edge is preferred.
- Knowledge of bookkeeping and/or non-profit accounting is preferred
- Good sense of humor and fun

Job Type: Full-time

Benefits:

Health Insurance
Generous Vacation Package