



Major Gift Officer (Full-Time)

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 40% of the annual institutional revenue needed to secure the programs that make our school one of the top arts schools nationwide.

As the Major Gift Officer, you will join an enthusiastic, collaborative team of professionals committed to the mission and vision of the BSA. Our Chief Advancement Officer, 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.

Major Gift Officer:

Reporting to the Chief Advancement Office, the Major Gift Officer for BSA is responsible for the identification, cultivation, and stewardship of individuals and organizations with the giving ability of \$3,500 and above.

Primary responsibilities fall into these categories:

Developing and managing relationships with BSA's portfolio of prospective and current donors:

- Identify, cultivate, and steward private philanthropic support from individuals, family foundations and businesses to meet annual goals for operations as well as support the Endowed Fund for the Future Campaign.
- Manage a portfolio of assigned current donors and prospects . Identify passion areas for them, develop, and execute cultivation, solicitation, stewardship plans.
- Develop engagement strategies for Major Donor prospects and current donors; and stewardship programs for BSA's most generous and loyal benefactors. Partner with Board members on occasion to complete these strategies.
- Identify funding opportunities for predisposed prospects and develop cases for support in alignment with Baltimore School for the Arts Fundraising Strategic Plan.
- Ensure on-time payment of pledges from major donors giving over \$3,500.
- Partner with the Chief Advancement Officer to produce monthly small group conversations to engage donors in strategic conversations.

Participating as a member of the Foundation Team:

- Work closely with the Chief Advancement Officer and other members of the Foundation Team to ensure we are making progress towards fundraising goals and donor development.

- Observe and use established Baltimore School for the Arts policies and operating procedures, including regular, timely, and accurate recording of activities and moves management in Raiser's Edge.
- Maintain attention to detail as well as grasp the big picture while advancing major donor relationships along the continuum of donor activity. Ensure that all major donors receive regularly timed, personal, customized communications to maintain a strong relationship with BSA.
- Develop and contribute to the achievement of established department goals and objectives and adhere to department policies, procedures, quality standards, and safety standards.
- Participate with the Foundation Team in regular fundraising, professional development coaching, and staff retreats.

Minimum Qualifications:

- Bachelor's degree required.
- A minimum of 5 to 7 years of experience in non-profit fundraising.
- A proven track record in cultivating and securing major gifts.
- Familiarity with different methods of planned giving.
- Prior experience with Raiser's Edge or other fundraising databases.
- Prior experience in working collaboratively with board members.
- Experience in working with people from diverse, racial, ethnic, and socioeconomic backgrounds.
- Strong writing skills as well as excellent verbal communication skills.

Desired Attributes:

- Excellent organizational skills and attention to detail.
- Ability to meet deadlines while managing multiple projects.
- Ability to work both independently and collaborate with others.
- Ability to work before and after business hours and weekends occasionally.
- Excellent people skills.
- Outstanding interpersonal skills.

Job Type: Full-Time

Benefits:

Health Insurance

Generous Vacation Package

To apply:

Submit a cover letter, resume and recent writing sample (LOI, grant, donor communication) to Brigid Zuknick, bzuknick@bsfa.org.