



Baltimore School for the Arts Development Coordinator

The Baltimore School for the Arts Foundation works closely with the greater Baltimore community to fund the BSA high school and TWIGS's artistic, academic, and community initiatives. 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 Development Coordinator, you will join an enthusiastic, collaborative team of professionals committed to the mission and vision of the BSA. BSA is a focused and supportive work environment. We are 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 Description:

Reporting to the Director of Development, the Development Coordinator 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 members of the Development team and the Board of Trustees and ensure the smooth and efficient daily operation of the Development Office. The successful candidate will enhance the team’s capacity to sustain relationships with its many donors and attract new supporters.

Responsibilities

- Provide administrative support to the development team members.
- Manage meeting preparation and follow-up for board and committee meetings.
- Board stewardship preparation for the Executive Director & Foundation Director.
- 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 platforms.
- 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 meet deadlines.
- Process donations and timely donor acknowledgments; create and send acknowledgment letters, emails/texts, and phone calls as needed.
- Assist with fundraising events; coordinate event logistics, including vendor contracts, printing, and mailing invitations, maintaining guest lists, day of support, etc.

Requirements:

- BS degree or related experience.
- A minimum of 2 years in a comparable position or equivalent experience.
- Experience with Raiser's Edge is preferred.

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 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.
- Problem solver.
- Able to learn to maintain proprietary database systems.
- Good sense of humor and fun.

Job Type: Full-time

Benefits:

Health Insurance

Generous Vacation Package

Limited Hybrid/Remote

Interested applicants should send a resume to the attention of **Director of Development, Kellan Newby-Matthews** at knewby-matthews@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.

