



Baltimore School for the Arts Grants and Stewardship Manager

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 Grants and Stewardship Manager, 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 the BSA Foundation and working in conjunction with the Director of TWIGS, the Grants and Stewardship Manager (GSM) will research, manage, and execute all grants for TWIGS, BSA's free after-school program, as well as other BSA fundraising efforts. Additionally, the GSM will oversee stewardship for TWIGS and BSA funders.

Core responsibilities:

- Provide grants management for the school's TWIGS program, including the identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, maintaining grant reporting calendars, developing budgets, collaborating on grant applications, and processing, monitoring, and coordinating data as required.
- Collaborating with TWIGS administrators to effectively manage and report program data.
- Creation and management of stewardship plan and calendar for TWIGS and BSA.
- Cultivation, solicitation, and stewardship of individual donors to TWIGS and BSA.
- Conduct prospect research on potential funders to TWIGS and BSA.
- Prepare bios and proposals for Foundation staff and volunteer leadership to use in solicitations.

Additional responsibilities:

- Serve as a backup for gift entry and running of reports.
- Staff fundraising and stewardship events as requested.
- Copy edit publications, reports, letters, and cultivation emails upon request.
- Compose/edit events and mailing materials upon request.
- Monthly grant expense reconciliation.
- Other duties as assigned.

Qualifications:

- Prior administrative experience in an Advancement Office.
- Proven success in grant writing and/or fundraising proposals.
- Prior experience with Raiser's Edge or other fundraising databases.
- Excellent organizational skills and attention to detail.
- Strong oral and written communication skills.
- Excellent interpersonal skills and customer service skills.
- Ability to meet deadlines while managing multiple projects.
- Ability to work both independently and as part of a team.

Job Type: Full-time

Benefits:

Health Insurance

Generous Vacation Package

Interested applicants should send a resume to the attention of **Director of Advancement, 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.