



## **Baltimore School for the Arts Director of Individual Giving**

The Baltimore School for the Arts Foundation is the fundraising partner of the Baltimore School for the Arts (BSA). The Foundation is a 501c(3) organization that works closely with the community to fund the arts, academic, and community initiatives that make Baltimore School for the Arts one of the top five public arts high schools in the country.

As the Director of Individual Giving, you will join an enthusiastic, collaborative team of professionals committed to the mission and vision of the BSA. BSA is a focused, fast-paced and supportive work environment 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 SUMMARY**

Reporting to and partnering with the Foundation Director, the Director of Individual Giving is responsible for the planning, management, and growth of the Foundation's annual operating fund. This includes overseeing the year-round coordination of donor cultivation, solicitation, and stewardship. The Director of Individual Giving manages the daily operations of the Foundation, overseeing the Development Coordinator and Alumni & Parent Liaison. The successful candidate will enhance the team's capacity to sustain relationships with its many donors and attract new supporters.

### **Primary Responsibilities**

- Maintain a portfolio of individual donors, family foundations, and prospects of meaningful capacity by utilizing fundraising best practices, with a heavy focus on in-person solicitations, to help the Foundation achieve short and long-term fundraising goals.
- Grow the individual donor base by identifying, qualifying, cultivating, and soliciting new prospects, moving them through the pipeline in an intentional, systematic, and authentic way.
- Develop and maintain ongoing relationships with major donors (\$3,500+).
- Develop bold giving and engagement strategies through a collaborative process with the Foundation team and BSA colleagues, based on research and relationships.
- Supervise and work closely with the Development Coordinator to ensure the integrity of BSA's donor database, Raiser's Edge.
- Supervise and work closely with the Alumni & Parent Liaison to implement engaging and impactful alumni and parent giving programs, communications, and events.
- Facilitate conversations with BSA staff and faculty to identify programs and initiatives that require funding or may be of interest to potential prospects. Connect with colleagues to secure relevant project information, including budgets, to create proposals.
- Serve as a strategic thought partner to the Development team in creating donor strategies, campaigns, and initiatives to achieve department-wide goals.
- Actively contribute to BSA's equity-informed and inclusive work environment by taking an active role in promoting practices that support diversity, inclusion, and belonging.

- Assist with events for both the Foundation and BSA, including BSA's annual fundraising event, Expressions.
- Other duties in collaboration with the Foundation team as needed.

## QUALIFICATIONS

The Foundation seeks someone for this role who has the energy, enthusiasm, and desire to make a real difference in the BSA's fundraising efforts. The Director of Individual Giving will be a strategic thinker who anticipates needs, contributes creative ideas, and proposes solutions with strong decision-making capability; taking initiative to investigate and resolve questions.

### Preferred

- A minimum of 5 years of professional fundraising work or equivalent experience.
- Experience with Raiser's Edge is preferred.
- Management experience is preferred.
- Passion for the mission of the Baltimore School for the Arts.
- Eagerness to grow as a fundraising professional and willing to tackle opportunities and special projects as needed.
- Knowledgeable on a variety of fundraising strategies and methods. Experienced in planning and implementing long- and short-range goals to meet established priorities.
- Proficiency in listening to understand donor motivations and build trusted relationships.
- Ability to manage time, resources, and workload to maximize productivity and financial results, while maintaining a clear view of how each advances the institution's mission.
- Strong verbal and written communication skills and the ability to present effectively one-on-one and to small groups.
- High level of tact and diplomacy with donors, board members, volunteers, and staff at all levels.
- Ability to foster teamwork and work cooperatively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- Adept at relationships with people of various identities and cultures.

## ABOUT THE POSITION

- The Director of Individual Giving position is a full-time exempt, hybrid position with a salary range of \$82,000-\$88,000 commensurate with experience and qualifications.
- The Foundation pays for 75% of your (and your dependent/s) medical and prescription health care premium.
- 403b plan is available with pre-tax contribution eligibility.
- All employees are entitled to 4 weeks of vacation, 6 sick days, and 9 paid holidays, in addition to Winter Break and Spring Break each year.

Interested applicants should send a resume and brief letter of interest to the attention of **Stephanie Moore, Foundation Director at [smoore@bsfa.org](mailto:smoore@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.*

## **ABOUT THE BALTIMORE SCHOOL FOR THE ARTS**

Founded in 1979, Baltimore School for the Arts (BSA) provides pre-professional arts training and a rigorous college-prep curriculum to Baltimore-area students. It is "Where the Arts Change Kids' Lives." BSA seeks to prepare the next generation of the creative workforce by providing cutting-edge arts and academic training to 430+ high school students. The school also provides after-school arts instruction to 600+ Baltimore City students in the 2nd-8th grade through its TWIGS program and serves the greater community through its community outreach programs. A Baltimore arts institution, BSA is a dynamic environment where students pursue their artistic passions in the disciplines of dance, film and visual storytelling, music, stage design and production, theater, and the visual arts while receiving a rigorous academic education.

BSA is part of the Baltimore City Public School System, though it has been granted certain autonomies, including a student admissions process that relies upon auditions in artistic disciplines. BSA alumni can be seen on Broadway and television, in films, in major galleries, and in dance companies around the world. Others can be found analyzing stocks on Wall Street, working in well-respected hospitals, running their own start-ups, and leading local social and civic organizations driving change in the Baltimore community.

To learn more about Baltimore School for the Arts and the Foundation, please visit [bsfa.org](https://bsfa.org).