

**About the School:**

Established in 1998, Boston Arts Academy (BAA) is the city's only public high school for the visual and performing arts. BAA is part of the Boston Public Schools system and is considered a pilot (autonomous) high school. BAA provides a diverse student body access to a college-preparatory arts and academic education.

**About the Foundation:**

Established in 1999, the BAA Foundation (Foundation) is an independent non-profit organization that raises essential funds from private philanthropic sources to augment the BAA school budget. The Foundation is governed by a Board of Directors that has fiduciary oversight over the Foundation's assets.

**Overview:**

On December 13, 2017, the City of Boston and the Commonwealth of Massachusetts agreed to build a new facility for BAA at 174 Ipswich Street. BAA and the Foundation are now in temporary locations. The new BAA school building will open for students in January 2022. The Foundation's Board has launched *Building Our Future*, a six-year, comprehensive campaign that seeks to raise \$32 million to support BAA's school budget and ensure its long-term financial sustainability.

Reporting to the Vice President of Philanthropy, the **Director of Operations and Research** serves as the Foundation's technical expert in Raiser's Edge and significantly contributes to the achievement of the *Building Our Future* Campaign's \$32 million goal, of which more than \$10 million has been raised. The Director manages BAA Foundation's Raiser's Edge donor database; communicates with donors about their gifts and pledges; reconciles Raiser's Edge with Financial Edge monthly and contributes to the Foundation's annual audit; rates and conducts research on top campaign donors and prospects; works with the Vice President of Philanthropy on campaign strategy and donor moves management; co-leads weekly campaign check-in meetings with the VP of Philanthropy and gift officers; and reports on key metrics related to gift officers, campaign donors, and prospects. During the COVID-19 pandemic, this position will temporarily be performed remotely.

**The Director's primary responsibilities are:**

Donor Database, Reporting, Gift Acknowledgments, and Donor Relations (40%)

- Manage the Raiser's Edge donor database, including data integrity, security, and reporting;
- Keep the Operations Manual up-to-date and ensure compliance with its contents;
- Provide data analytics and a weekly dashboard regarding revenue, cash, progress towards quarterly revenue goals, and each gift officer's progress towards personal revenue goals;
- Establish Raiser's Edge dashboards that allow the Director, President, and gift officers to gauge their progress towards revenue goals and other metrics in real time;
- Upload and track all donations and pledges;
- Issue donation acknowledgment letters and receipts within 48 hours of receiving donations;
- Communicate with donors about fulfilling their gifts and pledges.
- While temporarily working remotely due to the pandemic, the Director will be responsible for the mail/gift receiving process.

#### Reconciliation with Finance and Annual Audit (10%)

- Work with the VP of Finance and Accountant to reconcile Raiser's Edge and Financial Edge data monthly;
- Prepare all paperwork for the annual audit as directed.

#### Donor Moves Management, Solicitor Assignments (25%)

- Partner with the VP of Philanthropy to co-lead weekly campaign check-in meetings with the gift officers—the Donor Relations Coordinator establishes agendas and takes minutes;
- Establish donor moves management tracks in Raiser's Edge; train gift officers in how to utilize them;
- Establish donor and prospect solicitor assignments and reassignments; review during weekly campaign check-in meetings as needed.

#### Campaign Strategy, Prospect Research and Donor/Prospect Ratings (25%)

- Segment donors appropriately, such as Annual Fund, Major Gifts, Events, Corporate, and Foundation;
- Research and rate 100+ top campaign prospects and donors for their philanthropic capacity and likelihood of making a 5-, 6-, or 7-figure gift to BAAF;
- Partner with the VP of Philanthropy to develop documents with names, photos, and brief bios about event guests before events, assigning a gift officer to each guest;
- After events, after receiving donations, and more, quickly assess donors for capacity and propensity to give, and recommend follow up to the appropriate gift officer.

#### **Skills and Experience:**

- Bachelor's degree with 5-7 years of nonprofit experience.
- K-12 experience is a plus.
- A minimum of 5 years of comprehensive Raiser's Edge experience is required.
- Experience with website (WordPress), and donor revenue platforms, including GiveSmart, Facebook and Amazon Smile, is strongly preferred.
- A minimum of 5 years of comprehensive prospect and donor research, moves management, and rating experience is required.

#### **General Foundation Expectations:**

- Healthy Behavior Modeling – Teaching youth/teens the importance of living an active, healthy lifestyle is a Foundation priority. As a result, all staff is expected to model healthy behavior while working with our members.
- Inclusive Environment – The BAA Foundation values creating child-friendly environments, where youth/teens of all abilities can be successful and participate. The BAA Foundation expects employees to embrace its focus on inclusion of all members, regardless of disability or developmental challenge.
- Continuous Learning – Building the capacity of staff is central to the BAA Foundation. The organization encourages and requires that all staff participates in annual professional development opportunities that continue to cultivate their skills in the youth development field.



- Safe Spaces – Every staff member shares the responsibility for ensuring the Foundation is, and remains, an environment free of sexual, physical, or emotional abuse.

**Compensation Package**

- Generous paid time off and approximately 11 Paid Holidays per year
- Health Insurance, Dental Insurance, Vision Insurance. Short Term Disability and Group Life Insurance
- 403(b) Retirement Plan

The Foundation is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a pleasant working environment.

**To apply**

Please email your resume and cover letter to [karen@sleincompany.com](mailto:karen@sleincompany.com) for consideration.