About the Foundation:
The Boston Arts Academy Foundation (BAAF) is an independent non-profit organization that was established in 1999 to raise essential funds for Boston Arts Academy (BAA) high school. Each year, the BAA Foundation must bridge the seven-figure gap between the school’s allocation from the Boston Public Schools and the true cost of a high-quality education that is both arts-intensive and college preparatory. Support from government, foundations, corporations, and individual donors is critical to the school’s ability to offer a comprehensive arts and academic education.

About the School:
Boston Arts Academy (BAA) is Boston’s only public high school for the visual and performing arts and is a pilot (autonomous) high school. BAA provides a diverse student body, a majority of whom come from low-income families, access to an arts-intensive and college-preparatory academic education not otherwise available to them. BAA’s mission is to prepare a community of aspiring artist-scholars to be successful in their college or professional careers and to be engaged members of their communities. Our innovative arts and academic program yields impressive results.

Overview:
The Boston Arts Academy Foundation is at an exciting time in its history, in support of Boston’s only public visual and performing arts high school. On December 13, 2017 approval was received from both the City of Boston and the State of Massachusetts to build a new facility for Boston Arts Academy at its longtime location of 174 Ipswich Street. The school and Foundation have moved to temporary locations while the construction is taking place. BAAF has embarked on a $30M five-year comprehensive fundraising campaign entitled “Building our Future” to augment the school’s budget, ensure that studios and practice rooms are fully equipped, and to build the Foundation’s endowment. In the first year of the campaign, the Foundation raised $6M.

The Director of Institutional Giving will join a vibrant Foundation staff to help lead and advance the mission of BAAF. The ideal individual will be a dynamic, visible presence for the Boston Arts Academy Foundation at events and in the fundraising community. The Director will need at least five to seven years of prior experience in grant writing and fundraising in a non-profit organization.

Join Boston Arts Academy Foundation and help us change a young person’s life today beginning with your own.

Job Description:

The Director of Institutional Giving is responsible for all aspects of the Boston Arts Academy Foundation’s solicitation and stewardship of philanthropic support from private family funders, corporations, and foundations. The Director will also support work related to public grant funding and, in rare instances, federal funding grant opportunities that may arise. S/he will maintain an in-depth knowledge of Boston Arts Academy Foundation’s strategic funding priorities to establish
long-term partnerships and strengthen existing relationships with grant funders and corporate foundation partners.

S/he will oversee the moves management process for grant applications and report to foundations, corporations and government agencies, as well as work collaboratively with both BAAF and BAA staff including the Headmaster and faculty to write and submit successful proposals, reports, as well as ongoing stewardship. This individual will work with and report to the President to ensure that the grant and funding opportunities pursued match the strategic direction of the Boston Arts Academy Foundation. S/he will develop and manage solid partnerships with grantors and ensure that deadlines are met, stewardship is developed and maintained, and a deliberate solicitation approach is coordinated. This position collaborates extensively with BAA Faculty (Program) and BAAF Finance staff.

**Essential Function:**

- Be the lead writer on the BAA Foundation and corporate outreach process; write, edit, submit, and steward funding proposals.
- Develop high-quality proposals, briefings and reports to meet BAAF’s fundraising goals.
- Collaborate with BAA Faculty Chairs, Teachers, Board members, Finance, and the President to meet funding goals by conducting interdepartmental planning sessions for proposal and budget development.
- Recommend and manage outreach and prospect research to build awareness, and support colleagues’ cultivation and acquisition of new philanthropic funders.
- Develop and maintain methodical systems of stewardship that sustain and strengthen funders’ and corporate partners’ engagement and commitment to BAAF’s mission.
- Create and maintain the grant schedule on Blackbaud Raiser’s Edge NXT® for submitting proposals, reports and stewardship actions to current and prospective funding sources. Maintain all relevant data in database including deadlines for proposals and reports, donor meetings, correspondence, actions, etc.
- Create and adhere to a proposal and report submissions timeline for the year and ensure that proposal and report deadlines are met per donor specifications.
- Develop and cultivate existing and new partnerships, while managing a portfolio of 60-75 including: family foundations, private and corporate foundations, state and federal funding opportunities.
- Arrange and manage funder site visits as needed.
- Attend and participate in prospect management sessions with BAAF and BAA colleagues to coordinate moves management of funders, including prospect identification activity and strategy to solicit and close proposals.
- Work with BAA Faculty and BAAF Finance to monitor effective and appropriate use of awarded grants in preparation for reports. Research and identify funding sources and prospects in response to current and future strategic priorities and needs. Research and identify sources of high potential new prospects in target philanthropic and corporate markets.
• Provide support to other BAAF activities and campaigns as needed. Support the development and vibrancy of relationships with strategic allies, particularly other education and arts organizations.
• Provide professional, quality customer service to donors, Board members, volunteers, staff, and other community contacts.
• Prepare data for the President, Vice President of Philanthropy, and Board, to share ongoing results as related to the metrics for fiscal year.
• Staff and manage meetings and activities for the BAAF Advisory Council.
• Research and write School, Faculty, and Volunteer Awards that benefit BAA either through funding or visibility.
• In partnership with the Director of Corporate Relations and Events, research and apply for Boston Marathon numbers and participation in other community generated events and oversee the planning and execution of the annual Champions Award Reception program.
• Ability to work effectively and thrive in an energetic, fast-paced organization with multiple competing priorities.
• Familiarity with Greater Boston and surrounding communities is preferred and passion for Boston Arts Academy’s mission is essential.

General BAAF 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.

Position Requirements (Education, Experience, Knowledge, Skills, Abilities, Work Demands):

• Bachelor’s degree required.
• Minimum 5-7 years of grant writing, communications and/or public relations experience.
• Demonstrated and proven track record of securing five- and six-figure grants and multi-year funding.
• Experience with fundraising and data management systems Blackbaud Raiser’s Edge NXT® is preferred.
• Experience with moves management including, but not limited to, prospect identification, cultivation, solicitation, and stewardship.
• Demonstrated success in soliciting and securing grants from a variety of sources and in developing relationships with donors.
• Ability to participate in cross-departmental projects using tact and diplomacy.
• Well-disciplined, self-motivated and goal-driven; able to work with a high degree of independence.
• Ability to appropriately handle confidential matters and information.
• Excellent time management skills and ability to prioritize and manage multiple projects and deadlines, with careful attention to detail.
• Exceptional organizational, verbal and written communication skills.
• Proficiency in the use of Microsoft Office software; Word, Excel, PowerPoint.
• Flexibility and willingness to assume new tasks and special projects.
• Ability to effectively identify, analyze, and solve problems.
• Ability to work as part of a team.
• Flexibility to travel, the majority of which will be regional in scope.
• Professional maturity and a sense of humor.

Compensation Package

• Generous paid time off and approximately 10 paid holidays per year
• Blue Cross Blue Shield Health Insurance, MetLife Dental Insurance, and UnitedHealthcare Vision Insurance
• Lincoln Financial Group Life Insurance
• 403(b) Retirement Plan

The BAA 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.

Salary is based on a nonprofit scale and commensurate with experience.

To apply
Please email your resume and cover letter to hr@bostonartsacademyfdn.org for consideration.

The deadline to apply for this position is Friday, December 6, 2019. No phone calls please.