

BALTIMORE SYMPHONY ORCHESTRA

Research and Campaign Associate

Reports To: **Director of Comprehensive Campaign**

Classification: **Exempt**

JOB PROFILE & RESPONSIBILITIES

The Baltimore Symphony Orchestra (BSO) is seeking an energetic, detail-oriented **Research and Campaign Associate** to support the BSO's Campaign for the Second Century – a comprehensive, multi-year effort inclusive of Annual Fund considerations. He/She will play an integral role in expanding the fundraising operations of this multi-year campaign through prospect research and information management; in turn, strengthening the research systems and processes of the full BSO Development department.

Under the supervision of the Director of the Comprehensive Campaign, this role will be responsible for initiating and tracking the Campaign fundraising cycle with new prospects, as well as implementing systems to help maximize the giving potential of current donors. Specific duties of this position will include:

- Assisting the Director in the preparation of Campaign correspondence inclusive of presentations, acknowledgement letters, and gift agreements.
- Maintaining a Campaign calendar (solicitations, follow-up actions, etc.) and tracking a moves management pipeline.
- Organizing campaign meetings and collateral for customized prospective solicitation and cultivation.
- Using existing in-house and identifying new research tools to develop (and updating) preliminary and full research reports and donor profiles as requested by senior Development staff and Campaign leadership.
 - Analyzing the BSO's current patron database to identify new leads to be assigned.
- Verifying and analyzing the results of wealth screenings to advise Campaign leadership and Development Officers on gift capacity.
- Managing patron movement and information in Tessitura, the BSO's Customer Relations Management software, inclusive of Campaign contact reports, event invitations, multi-year pledge booking and invoicing, etc.
- Staying up-to-date on business in the Baltimore and Washington D.C. markets that would be helpful in ongoing relationship management and identification of new leads.
- Respecting our patron's privacy by upholding and updating standards for the responsible use of confidential data.

QUALIFICATIONS

- Bachelor's degree and 1 year of experience in prospect research or other equivalent experience.

- Curious, organized, independent and analytical professional with strong ethics, leadership, math and writing skills and an ability to work well on a team with senior leadership.
- Experience using Tessitura, or other patron integrated database, and an understanding of arts management is preferred.

COMPENSATION & BENEFITS

In order to retain and continue to attract the “best of the best,” the BSO provides excellent benefits of value to all full-time employees. Our compensation and benefits package includes:

- Competitive salary negotiable, commensurate with qualifications and experience.
- Health insurance - three options to choose from; all at low cost to the employee
- Dental, Life, and Long-Term Disability Insurance, paid entirely by the BSO
- Generous paid time off, including annual, personal, and sick leave
- Two 403(b) plan options
- Health Savings Account
- Flexible Spending Accounts, including Medical and Dependent Care
- Employee Assistance Program
- Free and / or discounted tickets to BSO concerts

HOW TO APPLY

Please submit a cover letter and resume to alivingstone@BSOmusic.org. The Baltimore Symphony Orchestra is an Equal Opportunity Employer.

ABOUT THE BALTIMORE SYMPHONY ORCHESTRA

The Grammy Award-winning Baltimore Symphony Orchestra (BSO) is internationally recognized as having achieved a preeminent place among the world's most important orchestras. Acclaimed for its enduring pursuit of artistic excellence, the BSO has attracted a devoted national and international following while maintaining deep bonds throughout Maryland with innovative education and community outreach initiatives.

The BSO made musical history in September 2007, when Maestra Marin Alsop led her inaugural concerts as the Orchestra’s 12th music director, making her the first woman to head a major American orchestra. With her highly praised artistic vision, her dynamic musicianship and her commitment to accessibility in classical music, Maestra Alsop’s leadership has ushered in a new era for the BSO and its audiences.

In addition to the Joseph Meyerhoff Symphony Hall, where the orchestra has performed for 28 years, the BSO is a founding partner and the resident orchestra at the state-of-the-art Music Center at Strathmore, just outside of Washington, D.C. The opening of Strathmore in February 2005 made the BSO the nation’s only major orchestra with year-round venues in two metropolitan areas.

The BSO will celebrate its centenary in 2016, and Maestra Marin Alsop has committed her visionary leadership through the 2020-21 season. The Campaign for the Second Century is part of a three-pronged strategy to ensure the long-term artistic and financial health of this great Orchestra - advancing the strategic direction embraced under Maestra Alsop’s early tenure, and providing the foundation for lasting success in our next hundred years.