Summary of Position

The Development Assistant provides operational and administrative assistance to the Development Director (and other staff and board as required for fund development) to further the Boston Society for Architecture’s (BSA) fundraising efforts, including from major gifts from individuals, corporate giving and sponsorships, bequests, grants, direct mail, and online giving. The Development Assistant’s main area of focus will be ensuring that the work of stewarding a gift is timely, accurate, and organized, but opportunities will be provided to grow in the candidate’s chosen direction in fund development. Professional development will be provided, and the chosen candidate will be encouraged to pursue training and educational opportunities, paid for by the BSA, with the potential for rapid advancement within the department.

This is an exciting time for the BSA as it embarks upon a powerful new vision that harnesses its vast community of architects and allied professionals to address two of the most pressing issues facing Greater Boston and beyond—climate change and systemic inequity.

Your Responsibilities

- Updating and maintaining donor, gift, and grant records in database
- Processing donor contributions in database and online platforms
- Producing print and online acknowledgements and stewardship materials
- Tracking pledges and reminders, contacting donors overdue by letter, email, and phone to remind them of overdue pledges
- Inputting notes from the Executive Director
- Light administrative scheduling for the Development and Executive directors as required
- Administrative assistance for grants, major gifts, and direct mail
- Other development duties as identified by the Development Assistant
- Other duties as assigned
- As with all BSA staff, assist with the daily operations and management of a membership and public-facing organization

Ideal Candidates Will Have

*Please note that this is not an exhaustive list. The ideal candidate may have all these items, or they may have most of these items and have others not listed here that still make that them ideal for the position. If you are unsure of whether you should apply based on the list below, we encourage you to apply anyway.*

- Passion for the built environment and/or issues of equity and climate.
- At least 1-2 years’ experience in an external-facing position; *any* experience, not necessarily fund development, where you were required to interact regularly with people in an open and welcoming manner: sales, customer service, canvassing, reception and intake, or any similar positions.
• Alternatively: At least 1-2 years’ experience in a data management position: any experience where you were required to record, track and manage large amounts of data on a regular basis: records keeping, print preproduction, inventory, archivist, HR administrative, finance, or any similar positions.

• A willingness and interest in learning about fund development and receiving training and professional development around fund development.

• Strong and thorough attention to detail.

• Strong organizational skills.

• Excellent people skills and the ability to work in teams.

• Some experience with databases, and familiarity with the Microsoft Office 365 environment.

**Salary Range: $55,000 to $60,000**

The BSA offers a full benefits package that includes: paid time off; medical/dental/vision insurance; 100% employer-paid life and disability insurance; 401(k) retirement; professional development funding; and charitable contribution match.

The BSA is passionate about fostering an inclusive and respectful work environment and values diversity in all its forms. Applicants of all race, color, religion, sex, gender identity and/or expression, sexual orientation, education, national origin, marital status, genetics, disability, age, veteran status and diverse backgrounds are encouraged to apply. Candidates must be authorized to work in the United States.

**How to Apply:** Please send a copy of your resume to jobs@architects.org and include “Development Assistant” in the subject line. In addition to your resume, please also address the following questions in the body of your email (or a cover letter). Please limit your response to 2-5 sentences per question:

1) Why do you want to work at the BSA?
2) What makes your skills and experience the right match for this position?
3) Detail a situation from the past year or so, either personal or professional, about which you are particularly proud and note why you selected this example.

Applications requested by August 15, 2022, and will be reviewed on a rolling basis.

**About the Boston Society for Architecture**

The Boston Society for Architecture exists to improve the quality of life for Boston-area residents by championing innovation in the built environment. We believe in the power of design to imagine new futures and create positive impact, activating a diverse and passionate network—including over 4,500 members as one the largest and oldest chapters of the American Institute of Architects (Boston Society of Architects) and a mission-driven charity (BSA Foundation) to build a more just and sustainable Boston.