

Reports To: Executive Director, BAA Foundation

Job Description: Program Director of Development/Grants

The Boston Arts Academy, a public high school for the visual and performing arts, is starting its 11th year in September 2008 with 440 students in Grades 9 - 12. It is a joint project of the Professional Arts Consortium, Inc., (comprising the Berklee College of Music, Boston Architectural Center, the Boston Conservatory, Emerson College Massachusetts College of Arts, and the School of the Museum of Fine Arts) and the Boston Public Schools. The Boston Arts Academy is charged with being a laboratory and a beacon for artistic and academic innovation. The Boston Arts Academy prepares a diverse community of aspiring artist-scholars to be successful in their college or professional careers and to be engaged members of a democratic society.

This innovative school features a college preparatory curriculum supporting integrated and interdisciplinary teaching and learning among arts and academic disciplines. Students explore the arts in both traditional and new media forms. The Academy's program is enriched by the involvement of the six members of the Professional Arts Consortium. Both the program and the student body at the Academy reflect the culture, ethnic and linguistic diversity of Boston.

The Academy is a Pilot School and a member of the Boston Pilot Schools Network, a group of Boston Public Schools that, by union contract, have been granted increased autonomy and flexibility to be laboratories of educational innovation. This includes the right to extend the school day and year for both faculty and students.

We seek an experienced, motivated individual as a senior member of our Development staff. Working closely with teachers, school leaders and BAA's grant writer, the successful candidate will identify school needs and prepare letters of inquiry, proposals, contracts and reports for new and existing foundations. We are looking for an individual who can not only maintain and strengthen current funding relationships, but also help us initiate significant new relationships with local, regional and national foundations. This position also manages the needs and growth of the newly-formed Board of Advocates, a group of influential volunteers who meet once annually and are otherwise individually contacted on an as-needed basis.

**Responsibilities:**

1. Manage all aspects of the school's grant writing program to ensure consistent, timely and expanded submissions of private and corporate foundation proposals.
2. Manage all aspects of funded programs to ensure donor intent is met.
3. Work closely with the Co-Headmasters, BAA Foundation Executive Director, faculty and BAA grant writer to identify funding needs and opportunities within the school.

4. Arrange meetings with appropriate parties to obtain materials essential to writing a proposal.
5. Maintain a calendar of foundation proposal due dates.
6. Maintain a calendar of reporting due dates for grants awarded and consistently alerts faculty, staff and the grant writer of pending dates.
7. Provide supervision, as required, to ensure that faculty and staff, directly involved with funded programs, are meeting goals and compiling data useful for final reports.
8. Work closely with the school's grant writer to compile and submit proposals and reports.
9. Maintain hard and electronic files of any and all contact with specific foundations. Compile and maintains attachments regularly used in proposal submissions.
10. Conduct on-line searches and utilizes publications to identify foundations with a focus in youth, education and/or the arts.
11. Put into place protocols to ensure that student financial awards are assigned in an appropriate manner and donors are recognized.
12. Cultivate and manage relationships with foundation trustees, program officers and philanthropic advisors.
13. Manage and direct the activities of the newly-formed Board of Advocates (BOA) to ensure that these influential volunteers maintain a strong connection to the Boston Arts Academy community.
14. Work closely with BAA's Special Events Coordinator to ensure BOA members receive timely notices and invitations to school events.
15. Coordinate the annual Headmaster Luncheon with BOA members.
16. Work with the Executive Director of the BAA Foundation to identify members' interests and expertise and link those to opportunities/needs in the school.
17. Maintain up-to-date records on member information and contacts with the school.
18. Participate in one annual retreat which could fall on a weekend,
19. Performs other related duties as requested by the Headmaster and Executive Director.

### **Qualifications:**

Required:

- B.A. or equivalent
- Proven successful experience (3 - 5 years) in management of nonprofit program(s)
- Comfortable working with trustees, donors, and other principals
- Experience with an urban, multicultural environment, community outreach, public policy, and advocacy desired
- Creative vision
- Strong team leader and team player
- Exceptional management, organizational, and interpersonal experience and skills
- Strong problem solving abilities, mature judgment
- Strong oral and written communications skills
- Ability to thrive in a fast-paced environment with energy, enthusiasm and humor
- Fluency in Microsoft Office applications and Internet skills

- Willingness to take on new duties as needed
- Early morning and evening work occasionally required.
- Must live in the City of Boston or be willing to move to the City of Boston if hired.

TERMS: Tier C – (Salary Range \$60,000 – \$70,000 depending on experience)  
School Based Managerial –223 day work year, some evenings and weekends.

**To Apply: Send a resume & letters of recommendation to:  
Deborah Pullen, Business Manager, Boston Arts Academy, 174 Ipswich Street,  
Boston, MA 02115. Any questions contact Deborah Pullen at 617-635-6470 x336 or  
by email at [dpullen@bostonartsacademy.org](mailto:dpullen@bostonartsacademy.org).  
All applicants must apply on line at the Boston Public Schools website  
[www.bostonpublicschools.org](http://www.bostonpublicschools.org).**