



**Job Title:** RSC Development Associate

**Classification:** Exempt, Full-Time

**Reports to:** Director, The Rivers School Conservatory

**Position Description:**

The RSC Development Associate oversees all fundraising activities for The Rivers School Conservatory. The Director works closely with and reports to the RSC Director and works collaboratively with The Rivers School development staff. Strong outreach, interpersonal, and organization skills are required.

**Essential Job Functions:**

- Annual Fund
  - Create and execute Annual Fund Campaign working with the RSC Director, the Communications Manager, and the Rivers development team.
  - Develop a yearly calendar for solicitations and RSC AF promotions through newsletters, and social media.
  - Assist in developing collateral for hard mailing, email, and social media solicitations. Work with Rivers development staff to create gift acknowledgement letters.
  
- Major Gifts Responsibilities
  - Work with RSC director and Rivers development staff to identify RSC donors with leadership potential, develop strategies for solicitations, and set target asks.
  - Attend weekly Development major gifts meetings to gain knowledge of key Rivers fundraising initiatives.
  - Maintain a prospect base of RSC constituents.
  - Support RSC director by setting up meetings with potential major donors.
  - Attend key RSC events to meet prospective donors.
  - Attend Music Executive Committee meetings to develop fundraising strategies.
  
- Stewardship
  - Work with the Rivers School stewardship director on stewardship reports for endowed fund donors.
  - Steward endowment donors.

- Coordinate Special Events, and Develop RSC Volunteer Activities
  - Conservatory Open House
  - Holiday Pops
  - Faculty Appreciation Day
  - Performathon
  - Develop a RSC Parent/Advisory Association
  
- Data Responsibilities
  - Manage the RSC Database (Blackbaud's "Raiser's Edge") in collaboration with the Rivers Database manager.
  - Maintain accurate RSC donor records in Raiser's Edge.
  - Assist in centralizing data used in all mail communications and tracking in Raiser's Edge.
  - Leverage applications in Raiser's Edge to execute Annual Fund and identify potential major donors.

**Qualifications:**

- Bachelor's Degree
- 5 + years of experience in a music school or other non-profit development office.
- Superior oral and written communication skills.
- Familiarity with Blackbaud's Raiser's Edge system.
- Ability to prioritize and organize projects and work independently.
- Ability to collaborate with and guide parent and board volunteers.
- Self-motivated, collaborative, and willing to work beyond traditional office hours including evenings and weekends when necessary.
- Knowledge and understanding of current fundraising trends.

**Salary:** Commensurate with experience

**Required Skills:**

- Facility in MailChimp, Canva, Eventbrite, Facebook Ad Campaigns, Microsoft Applications, Google Drive, Jotform, Paperless Post, Adobe Creative Suite
- Ability to work independently and as part of a small team

**To Apply:**

Email resume and cover letter to Gabriella Sanna, Director, The Rivers School Conservatory at [g.sanna@rivers.org](mailto:g.sanna@rivers.org). No phone calls, please.

*The Rivers School is an equal opportunity employer dedicated to non-discrimination in employment. The Rivers School selects the best qualified for the job based on job-related qualifications regardless of race, age, religion, gender, national origin, ancestry, marital status, sexual orientation, gender identity, disability, veteran's status or any other status protected by applicable law. We welcome candidates who will increase our diversity; we encourage candidates of color to apply.*

**The Rivers School Conservatory**  
333 Winter Street

Weston, MA 02493

[www.riversschoolconservatory.org](http://www.riversschoolconservatory.org)