**Volunteer Position:** Resource Development Associate

**Overview**

This is a new volunteer position to the organization. Reporting to the Executive Director and working with the Business Development Associate, the Resource Development Volunteer creates systems and processes that supports and amplifies all Development activities with a focus on corporate and foundation relations and grant writing. Desired candidate is a strong writer, highly motivated, a self-starter, detail oriented, well organized, and a great oral communicator.

**About Our Team**

A dedicated team of visionaries, artists, creative entrepreneurs and risk-takers, and music and arts enthusiasts. We live for community building, festivals, concerts and opportunities to support local artists. If we aren't exploring the latest concert and vendor pop-up, exhibit or show, you can probably find us brainstorming some crazy new event concept over food. In addition to our passion for neighborhood activation, events and new experiences, we bring together a diverse mix of perspectives and expertise, a commitment to hard work and integrity, and many years of experience.

**Key responsibilities include:**

**Grant Writing and Administration 60%**

* Primary responsibility for writing and submitting new grant proposals and letters of inquiry (foundations, corporations and government, including required grant reporting), independently and in collaboration with the Executive Director, and volunteer staff.
* Analyze and synthesize data to tell a compelling story to stakeholders and coordinate tailored funding proposals.
* Manage the communications and grants-renewal process for existing donors, including timely submission of grant reports to funders.
* Create and document a new digital system that organizes and tracks donor commitments and engagements across the organization, including maintaining an accurate development calendar.
* Composing additional development communication (may include appeal letters, thank you letters, etc.)
* Develop a database process and strategy for maintaining accurate and up-to-date grant information on prospective and awarded grants, and track progress to goals.
* In collaboration with the Executive Director, develop the infrastructure and supports necessary to build the capacity of the organization to meet local fundraising obligations.
* Other duties as may be assigned by the Executive Director and Executive Board.

**Funder Prospecting and Engagement 40%**

* Networking and funder research to identify new potential sources of funding from foundations and corporations.
* Proactively develop and foster local, state, and national philanthropic and corporate relationships.
* Collaborate with staff across the organization to create compelling engagement opportunities to share the organization’s work and impact with new donors and funding prospects.
* Track and ensure information such as briefs, annual reports, etc. get disseminated to the appropriate donor and fundraising audience

**Skills and Experience Sought:**

* Bachelor's degree
* 2-4 years of development and fundraising experience, including a demonstrated knowledge in grants, proposal development and or grant writing experience and / or
* Strong persuasive oral and written communication skills, including superior writing, copy editing, and presentation skills
* Keen research and analytical skills, with the ability to quickly gather information and present persuasive arguments to multiple audiences
* Excellent organizational skills, ability to prioritize, stay focused, and meet deadlines
* Strong marketing / sales skills
* Solid computer skills. Experience with email, databases, Microsoft Office software, Google Suite (Docs and Excel). Experience with Adobe Creative Suite products a plus
* Flexible and adaptable to changing priorities and comfortable working with a diverse range of people.
* Possess a laptop
* Able to partially work remotely
* A self-starter who can anticipate the needs of the office and individual staff, with the ability to work independently and as part of a small team; ability to receive feedback
* Positive attitude with strong communication and interpersonal skills
* A flexible and collaborative work style, with a demonstrated ability to work well within a start-up grassroots non-profit team.

**Compensation**:

This is a volunteer position..

**Benefits of being apart of our team:**

* Opportunity to receive BAMS Fest merchandise;
* Networking opportunities to build your social capital within the business and arts industries;
* Complimentary admission to BAMS Fest and our partnered events around Greater Boston;
* Being able to give back to and add value to communities-at- large;
* Tax write-off incentives of your time and any future in-kind donations;
* Opportunity to build upon your skill set, professional resume and portfolio.

***About BAMS Fest, Inc.***

We are grassroots organization of volunteers that strives to breakdown racial and social barriers to arts, music and culture for marginalized communities and artists of color across Greater Boston. For information about us please visit [www.bamsfest.org](http://www.bamsfest.org)