



BALTIMORE ROCK OPERA SOCIETY

Title: Development Associate

Reports to: Executive Director

Approximate hours/week: 8-11

Pay: \$7,500 annually, paid monthly (\$625/month)

Development Associate Job Description

Position Overview

The Baltimore Rock Opera Society's Development Associate supports the organization's fundraising efforts by cultivating donors, managing membership programs, coordinating fundraising events, maintaining donor relationships, and supporting strategic fundraising initiatives. Working closely with the Executive Director and other organizational leaders, the Development Associate helps secure the financial resources necessary to sustain and grow BROS programming, facilities, and community impact.

The Development Associate serves as a key ambassador for the organization, helping supporters connect their philanthropic interests with the mission and vision of BROS. Through donor cultivation, stewardship, events, sponsorships, and data management, this role contributes to the organization's long-term financial sustainability while strengthening relationships with supporters, partners, and community members.

A successful Development Associate:

- Cultivates meaningful relationships with donors, sponsors, and supporters.
- Increases philanthropic support through individual giving, memberships, sponsorships, and special events.
- Maintains accurate donor records and fundraising systems.
- Ensures donors feel recognized, appreciated, and connected to the impact of their support.
- Supports successful fundraising campaigns and development initiatives.
- Uses donor data and fundraising metrics to strengthen organizational revenue and sustainability.

The Development Associate reports directly to the Executive Director and collaborates closely

with the Marketing Director, Volunteer Experience Director, staff, and other organizational leaders. They oversee volunteer Captains that support the development efforts of the company.

Core Responsibilities

Individual Giving and Membership

- Identify, cultivate, solicit, and steward individual donors and prospective supporters.
- Serve as the lead gift officer for major gifts and individual giving initiatives.
- Conduct donor outreach, discovery meetings, and stewardship activities.
- Manage annual fundraising appeals, including year-end giving campaigns and other direct fundraising efforts.
- Develop and manage the BROS supporting membership program.
- Support crowdfunding campaigns for Capital Campaign and Annual Fund
- Coordinate donor recognition opportunities and stewardship activities related to major gifts and capital fundraising.

Events

- Coordinate fundraising events and donor engagement activities, with consideration to annual programming calendar.
- Lead event planning, logistics, volunteer coordination, and execution.
- Work with staff and volunteers to create successful donor cultivation and fundraising experiences during the event, such as VIP experiences for major donors.
- Solicit and acknowledge in-kind gifts for silent auctions
- Represent BROS at production and community events as needed, spreading awareness about philanthropic support to the organization.

Fundraising Strategy

- Support the development and implementation of BROS's annual fundraising plan.
- Collaborate with organizational leadership to establish fundraising goals and strategies.
- Assist the Executive Director with identifying new revenue opportunities and donor prospects.
- Support capital campaigns and other strategic fundraising initiatives.
- Help ensure fundraising efforts align with organizational priorities and long-term sustainability goals.

Stewardship

- Develop and implement donor stewardship strategies for supporters at all giving levels.
- Maintain relationships with donors, corporate partners, sponsors, and members.
- Ensure acknowledgement letters and donor communications are distributed in a timely manner.
- Coordinate donor recognition in programs, promotional materials, events, and digital platforms.

- Help create meaningful opportunities for donors to engage with the organization and its mission.

Sponsorship

- Secure sponsorships from businesses, organizations, and community partners.
- Maintain relationships with sponsors and ensure sponsorship benefits are fulfilled.
- Collaborate with staff and board members to identify and pursue sponsorship opportunities.
- Lead the development of sponsorship collateral and partnership proposals.

Data & Reporting

- Maintain donor records, fundraising activities, and constituent information in Neon CRM.
- Track fundraising performance, donor retention, membership participation, and campaign results.
- Analyze donor and ticketing data to identify opportunities for growth and increased engagement.
- Prepare reports and updates regarding fundraising progress and development activities.
- Provide recommendations to organizational leadership based on fundraising trends and performance metrics.

Working at BROS

The Baltimore Rock Opera Society is a passionate community of artists who create unforgettable experiences through live original rock theater. BROS was founded in 2007 by a small group of friends sitting in a basement dreaming of an impossibly enormous story that would be told through the awesome power of rock. The company is now composed of a diverse group of wildly talented artists from around Baltimore who join forces to create massive original shows.

This highly energetic group of actors, writers, designers, builders, musicians, and crafters bring forth incredible and unique live performances unlike anything in the region. Every year thousands of fans flock to shows, concerts and festival appearances to witness the city's most collaborative, creative production troupe.

Your hybrid and flexible schedule consists of regular weekly meetings with staff. Many meetings, rehearsals and production tasks will take place in early evening weekday time slots (between 6pm and 9pm) since some BROS employees and many of our volunteers work other daytime jobs, or on weekends and show dates. Independent work can be done remotely or at BROS Headquarters (2950 Loch Raven Rd, Baltimore, MD 21218) as preferred.