



Operations & Development Manager

(Hourly, Part-Time | \$30–\$35/hour | 20-30 hrs/week)

Bellevue Youth Choirs | Primarily Remote + Strategic In-Person Engagement

About The Role:

Bellevue Youth Choirs (BYC) is looking for a proactive, solutions-driven Operations & Development Manager to be the Executive & Artistic Director's strategic partner.

You'll oversee day-to-day operations, manage parent communications and our billing portal, process new interest forms, and ensure every family has a warm, clear, and organized experience with BYC. You'll also help us grow—streamlining systems, launching fundraisers, securing sponsorships, and building lasting community partnerships.

This role is ideal for a highly capable nonprofit professional seeking flexible, part-time leadership work with the potential to grow into an Operations Director role (part-time or full-time) after one successful season, based on proven impact and organizational growth.

Seasonal Rhythm

Our work moves in seasons — busy periods for enrollment and concerts, balanced with lighter stretches for planning and process improvement:

- **Aug–Sept:** Open enrollment, season launch
- **Oct:** Fall internal welcome concert, December concert/outreach preparations
- **Dec–Jan:** December concert, outreach, mid-year enrollment
- **March:** Spring concerts
- **June:** Final concerts & tours
- **Summer & school breaks:** Lighter workload; planning and strategy

What Makes You a Great Fit:

You are:

- **Strategic & Self-Starting** – You identify opportunities and act on them.
 - **Growth-Oriented** – You adapt quickly and look for ways to help BYC thrive.
 - **Relationship-Driven** – You connect authentically with families, donors, and partners.
 - **Tech-Savvy** – You use Microsoft 365, CRMs, and AI tools to work smarter.
 - **Creative in Fundraising & Marketing** – You design campaigns that inspire giving and participation.
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Schedule & Compensation:

- **Hours:** 20–30 hrs/week (non-exempt, W-2); based on skills and qualifications
- **Pay:** \$30–\$35/hour DOE, potential for title & pay increase after one season
- **Location:** Primarily remote, with in-person participation for concerts, events, donor meetings, and select rehearsals/projects
- **Flexibility:** BYC pauses most programming during the week of Thanksgiving, two weeks of winter break, one week of mid-winter break, and one week of spring break. While many activities are on hold, you may continue working regular hours on planning, fundraising, or projects.
- **Evaluation:** Initial 30-day mutual evaluation period to ensure alignment in work style and expectations

What You'll Do (Listed in order of priority)

Operations & Family Engagement

- Serve as the primary contact for BYC families — warm, responsive, and clear.
- Manage the BYC Parent Portal (registrations, billing, payment tracking, forms).
- Maintain accurate records for families, choristers, vendors, and volunteers.
- Present concise monthly updates at board meetings.

Fundraising, Marketing & Communications

- Lead grassroots fundraising and donor stewardship plans
- Identify and approach sponsors, partners, and prospective board members
- Support giving campaigns, grant reporting, and (if skilled) grant writing
- Create engaging content for newsletters and social media (AI tools welcome)

Process Improvement & Systems

- Audit current workflows and propose tech-based or procedural improvements.
- Implement automations and efficiencies to save time and reduce errors.

Community Engagement & Events

- Represent BYC at concerts, community events, donor meetings, and other strategic opportunities.
- Plan initiatives that connect families, alumni, and the wider community.
- Coordinate logistics for concerts, tours, and outreach events.




QUALIFICATIONS

- Experienced in nonprofit, arts, education, or community-based roles
- Strong at improving systems and taking initiative
- Highly organized, with excellent communication skills
- Comfortable in fundraising, sponsorship outreach, and marketing
- Passionate about music, youth, and inclusive communities
- Experience with grant research/writing is a plus

ABOUT BELLEVUE YOUTH CHOIRS

At BYC, we believe in music's power to transform youth. We serve 200+ choristers each year (PreK–12th+ grade) with exceptional musicianship training, welcoming performances, and a joyful community.

Our values:

-  World Music & Diversity
 -  Musicianship & Growth
 -  Community & Belonging
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TO APPLY

Please email your resume to kayla@bellevueyouthchoirs.org with the subject line: *Operations & Development Manager Application*.

Selected applicants will be invited to answer a few short screening questions (2-4 sentences each) before moving forward in the interview process.

Applications will be reviewed on a rolling basis. Position open until filled.

Preferred start: September/October 2025.

Bellevue Youth Choirs is an equal opportunity employer that values diversity at all levels. We strongly encourage applications from candidates of all backgrounds—especially those historically excluded from arts and nonprofit leadership—including individuals who identify as BIPOC, LGBTQIA+, disabled, or first-generation professionals. All qualified applicants will receive consideration without regard to race, sex, sexual orientation, gender identity, ethnicity, marital status, disability, or religious belief.

Final candidates must pass a Criminal Records Check and have legal authorization to work in the United States.

If you love bringing people together, solving problems creatively, and helping a small arts nonprofit grow, we'd love to hear from you.

More Info: www.bellevueyouthchoirs.org | [YouTube](#)

Mailing Address: PO Box 747, Bellevue, WA 98009