



Boston Music Project is seeking a **Development Operations Assistant**.

This role is ideal for someone with fundraising experience, especially using the Little Green Light CRM (LGL), who can help improve fundraising effectiveness by: creating an inspiring donor experience with an aim to streamline donor data, generating repeatable reports to inform our path forward, and supporting collaborative relationships with our donors.

If you're organized, independent, and excited about strengthening the back-end of a growing music education nonprofit, we'd love to hear from you.

Job Title: Development Operations Assistant

Hours: 20-24 hours/week (flexible schedule, availability from 8:30am-4pm M-F)

Location: Remote, with availability for occasional in-person meetings in Boston

Reports to: Development Director

Compensation: Paid bi-weekly, approx. \$32/hr (\$35-\$40,000/annually), performance bonus discretionary

About the Role

Boston Music Project (BMP) seeks a detail-oriented, part-time Development Operations Assistant to strengthen our donor systems and fundraising operations. Reporting to the Development Director and working closely with additional members of a growing team, this role will help organize and track donor engagement, relate data-driven giving trends, support reporting needs, and contribute to building a more efficient process, and joyful giving experience, for BMP supporters.

Key Responsibilities

- Maintain accurate donor records in Little Green Light (LGL) for donor processing and prompt acknowledgements
- Generate acknowledgements for pledges and gifts, both electronically and for mailings
- Gift and pledge data entry from various sources (*LGL, manual checks, GiveLively, Candid, CSR portals such as Benevity, Cybergrants, Givinga, Fidelity Marketplace, YourCause, etc.*)
- Manage imports and integrated plugins (ie. *RegPack, Mailchimp, Double the Donation, OneCause, etc.*)
- Generate donor and prospect reports as needed
- Assist in developing a "moves management" system for individual giving for staff and volunteer team members.
- Track and follow up on donor pledges, send reminders, build repeatable reports on donor/constituent activity and stewardship

- Prepare monthly materials and data insights for Development Committee and Board meetings
- Support donor segmentation, prep, and follow-up for campaigns and appeals
- Ensure clean, consistent, and organized data systems
- Reconcile with reports (*Stripe*, *QuickBooks*), gathering donation records as needed for annual audit

Qualifications

- Previous experience in a fundraising office preferred, familiarity with the donor lifecycle, fundraising campaigns, and moves management
- Proficient in Little Green Light (LGL); experience with CRM management
- Looks beyond the task at hand to identify downstream implications and opportunities for greater efficiency and opportunities
- Discretion with sensitive data
- Strong attention to detail; organizational skills
- Excellent communication (written and oral) for both internal and external audiences; ability to work independently
- Sense of humor

To Apply

Please send a brief cover letter (one page) and resume as a single PDF, to BMP Development Director, Kristen Sherman, hire@bostonmusicproject.org, with the subject line BMP Development Operations Assistant.

Please include two references, who will be contacted, with advance notice, only for candidates under final consideration.

Applications will be reviewed on a rolling basis until the position is filled.