



Beth Morrison Projects
138 S. Oxford St.
Suite #3B
Brooklyn, NY 11217
bethmorrisonprojects.org

DEVELOPMENT ASSOCIATE

Beth Morrison Projects, one of the industry's leading innovators in opera-theatre and music theatre, seeks applications for a full-time Development Associate. The Development Associate is a critical member of the BMP Development team, primarily responsible for gift processing and acknowledgment, data management, prospect research, event planning, and communications. The Development Associate will support donor-centric, detail-oriented, and data-driven approaches that will lead to consistent growth in the overall fundraising operation at BMP.

Core Responsibilities

Reporting to BMP's Director of Development, the Development Associate's responsibilities include:

- **Prospect Research:** Perform research on prospective donors, and prepare reports for Director of Development and BMP leadership to inform ongoing fundraising strategy, outreach, events, travel, and other activities.
- **Donor Communications:** With Director of Development and BMP communications staff, generate gift receipts, gift acknowledgements, gift documentation, custom correspondence, informational materials, impact reports, and other donor-facing communications, promoting a culture of philanthropy.
- **Event Planning & Execution:** Assist with planning and management of cultivation and stewardship events, including creating guest lists, managing invitations and responses, coordinating with vendors, and other related activities, ensuring high-caliber experiences for BMP patrons.
- **Gift Processing:** Enter all gifts, pledges, and other key information into BMP's fundraising database and act as key liaison between BMP's Development and Finance departments, ensuring accurate and comprehensive records across various systems.
- **Database Management:** Review and maintain donor records in fundraising database, and enter tasks, plans, solicitation opportunities, and call reports on behalf of BMP senior staff.
- **Department Operations:** Support internal communication and administration, including documenting standard operating processes, coordinating on all fundraising activities, and acting as a liaison between Development staff and BMP's artistic and production teams.
- **General Development Support:** Prepare agendas, take notes, and track action items and next steps at internal and external meetings, and provide other support for BMP's Director of Development and general fundraising efforts.

As BMP operates on a hybrid model, the Development Associate must be based in the greater New York City area. Currently, employees are expected to work in-person at BMP's Brooklyn

office on Tuesdays and Wednesdays, with occasional evening/weekend work required for attendance at local BMP performances and events.

Preferred Qualifications:

The Development Associate is an entry-level position and BMP is committed to the training, development, and future career development of the person hired into this role. To succeed in this role, the following basic core competencies are expected:

- **Passion for performing arts:** A deep appreciation for opera, music, dance, and/or theater, especially new and experimental works.
- **Time management and organizational skills:** The ability to prioritize and work independently to meet deadlines.
- **Attention to detail:** A commitment to creating and maintaining accurate and complete written records.
- **Written and verbal communication skills:** The ability to synthesize important details and convey information clearly and comprehensively.
- **General computer literacy:** General technology skills, including comfort with Microsoft Excel or other spreadsheet software.

While not required or expected, the following skills would be an asset for the Development Associate:

- Prior experience working with Constituent Relationship Management (CRM) systems, donor databases, or similar database-based software.
- Prior experience working in Trello or other project management software.
- Prior professional or internship experience in the arts and/or nonprofit fundraising, especially individual giving.
- Prior experience with prospect research or similar research/reporting.

Compensation:

The Development Associate is a full-time, non-exempt position with a salary range of \$45,000-\$48,000. All full-time employees at BMP receive contributions to health insurance premiums. BMP's standard office hours are 10:30 AM-6:00 PM, Monday-Friday; however, some evening and weekend work is required for this role.

Application and Interview Process:

Submit your resume and a brief cover letter that speaks to your interest in/qualifications for the role via our [online application portal](#) by **Monday, September 18 at 10:00 AM EST**. Applications will be reviewed on a rolling basis, and we encourage early applications.

On our stages, BMP is committed to amplifying a diverse array of voices. To do this effectively and ethically, we believe our staff needs to reflect the identities of the artists we support. We strive to be an inclusive workplace where everyone feels welcome and respected. We are an equal opportunity employer and actively encourage applications from candidates whose identities are systematically underrepresented in the performing arts.

The interview process for this position will consist of:

- 30-minute Zoom interview with the Director of Development, in late-September/early-October.
- In-person interview with the Director of Development, Executive Director, and other BMP staff in early/mid-October
- Start date in late October or early November.

About Beth Morrison Projects:

Beth Morrison Projects (BMP) is one of the foremost creators and producers of new opera-theatre and music theatre, with a fierce commitment to leading the industry into the future, cultivating a new generation of talent, and telling the stories of our time. BMP identifies emerging and established composers who experiment, innovate, and take artistic risks to evolve opera-theatre and music-theatre into the future. With a focus on the cultivation of the next generation and diversification, BMP serves as a launching pad for the future artistic leaders in the field. Through the commissioning, development, production, and touring of new works, BMP aims to expose audiences around the world to relevant contemporary American chamber opera and music-theatre works of the highest caliber.

Founded by “contemporary opera mastermind” (LA Times) Beth Morrison, who was honored as one of Musical America’s Artists of the Year/Agents of Change in 2020, BMP has grown into “a driving force behind America’s thriving opera scene” (Financial Times), with Opera News declaring that the company, “more than any other... has helped propel the art form into the twenty-first century.”

Operating across the US and internationally, with offices in Brooklyn and Los Angeles, BMP’s unique model offers living composers the support, guidance, and freedom to experiment, allowing them to create singularly innovative and impactful projects. Since forming in 2006, the company has commissioned, developed, produced and toured over 50 works in 14 countries around the world, including the Pulitzer Prize-winning chamber operas *Angel’s Bone* and *p r i s m*.

In 2013, BMP co-founded the PROTOTYPE Festival with HERE Arts Center, which has been called “utterly essential” (The New York Times), “indispensable” (The New Yorker), and “one of the world’s top festivals of contemporary opera and theater” (Associated Press).