



JOB DESCRIPTION

Title: Assistant to the Executive Director

Organization: Miami Music Project, Inc.

Classification: Full time

Reports to: Executive Director

Compensation: TBD, commensurate with experience and abilities and with room for growth for successful candidates.

Start Date: September 2015

To apply: Send your Resume and Cover Letter by September 15th to:
hiring@miamimusicproject.org
Use the words "Assistant to the Executive Director" in the subject line.

Organization and Program Overview:

Miami Music Project uses music as a tool for social transformation. We empower children to acquire values and achieve their full potential, positively affecting society, through the study and practice of music.

Miami Music Project is a Florida-based non-profit education and arts-organization founded by world-renowned conductor James Judd in 2008. In 2010, Miami Music Project (MMP) developed and implemented its core music education program modeled after the El Sistema philosophy to make classical music training available to all, especially those of low socio-economic status.

Designed as an intensive, tuition-free, after-school music program, MMP provides hundreds of children from at-risk demographics with a fully integrated music curriculum, excellent training from professional musicians and music educators, and opportunities for leadership and social development. The program builds the

transferable practical skills needed to improve academic motivation, classroom success and social preparedness, and creates new avenues of cultural awareness in

the city's most vulnerable communities. Ultimately, by enriching the lives of individual children and creating a network of stand-alone orchestras in Greater Miami's most underserved communities, the program seeks to create social change within the communities served.

Miami Music Project projects to serve over 400 students participating across four community chapters located in under-served immigrant communities (Little Haiti, Doral, Liberty City, and Little Havana) with distinct populations - predominantly African American and Hispanic. MMP students train after-school with lessons taught by a team of professional musicians—Teaching Artists—following the El Sistema philosophy. Additionally, students participate in ensemble-based community performances throughout the school year. The chapters work in harmony to further a shared vision, goals, curriculum, repertoire and experiences.

Position Summary:

The Assistant to the Executive Director will play an important role by providing administrative and project support to the Executive Director and Miami Music Project's main office. He or she will maintain a workflow conducive to the demands of the office by assisting with all administrative matters as well as aspects of organizational development, including handling donor records, acknowledgements, direct mail appeals, and special events.

The ideal candidate will be proficient in administrative support and demonstrate experience in the advancement process. He or she will have an outgoing personality, be an outstanding communicator and will embrace the organization's mission by being passionate about children and social change through music.

Essential Functions and Responsibilities:

- Provide day-to-day support to the Executive Director in administrative matters such as scheduling and confirmation of meetings, drafting notes, correspondence, preparation for board meetings, etc.,
- Process and track donations and pledges, including gift entry and timely acknowledgement, handle gift/donor queries,
- Assist with preparation and coordination of various appeal mailings and online campaigns,
- Create/import analytical and statistical reports and mailing lists as requested,
- Perform supportive aspects of donor cultivation, including assisting in scheduling meetings and visits of donors to programming sites,
- Assist in research of prospective individual and institutional partners and donors,
- Assist with all aspects of special projects under the direction of the ED and help coordinate and support special events and performances,
- Perform key functions of office management, including reception, bank deposits, filing and oversight of office equipment and supplies,
- Other assignments and responsibilities as assigned.

Qualifications and desired skills:

- A minimum of a Bachelor's Degree and/or 2+ years of professional experience in an administrative position,
- Strong administrative skills, computer literacy and excellent time management and organizational skills,
- Experienced with donor database systems, experience with particularly Donor Perfect a plus,
- Excellent verbal and written communications skills with demonstrable ability to provide professional and appropriate business level written information,
- Enthusiastic, proactive and solutions-oriented,
- Self-motivated with the ability to work independently, take initiative, and follow tasks through completion with minimum supervision,
- Outgoing personality and friendly demeanor with an ability to work collaboratively on a team and in a high-pressure environment,
- Welcomes feedback as a means to personal and professional growth,
- Familiarity with South Florida funding community a plus,
- This is a full-time position with Miami Music Project. The position requires ability to work occasionally during evening and weekend events.

TO APPLY:

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