



## JOB DESCRIPTION

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<b>Title:</b>	Grants Coordinator
<b>Reports to:</b>	Sr. Development Manager
<b>Classification:</b>	Full-time, Exempt
<b>Compensation:</b>	Annual Salary + Benefit Package (health insurance, PTO, retirement plan, and expense reimbursement)

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### Organization and Program Overview:

Miami Music Project is a 501(c)(3) nonprofit organization that uses music as an instrument for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society through the study and performance of music. Miami Music Project's vision is to create opportunity and access through music for those most in need, improve the quality of life for children today and ultimately transform their lives, the lives of their families, and their communities. Emerging as a model for music education programs nationally, Miami Music Project offers free-of-charge, after-school programming to all students with no barriers to entry, regardless of race or economic status. As of today, Miami Music Project has reached over 30,000 children and youth across Miami-Dade County, becoming one of the largest socially transformative music initiatives in the U.S. Miami Music Project's programming is inspired by the El Sistema phenomenon – a new model for social change and a visionary global movement that transforms the lives of children through music.

Designed as an intensive, tuition-free, after-school community music program, Miami Music Project provides hundreds of children from Greater Miami's communities with most untapped potential with a fully integrated music curriculum, high quality musical training, 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. Ultimately, by enriching the lives of individual children and creating a network of stand-alone orchestras, the program seeks to create social change within the communities served.

More at: [miamimusicproject.org](http://miamimusicproject.org)

### Position Summary:

The Grants Coordinator will serve as a key member of the Miami Music Project staff and will be responsible for creating and implementing components of the development and communications plans.

The Grants Coordinator is responsible for facilitating an efficient and effective development department. Aiding in all fundraising and advancement matters, this position balances standard recurring tasks, unique one-time projects, and general administrative assistance.

The Grants Coordinator will ensure all grant applications, development related materials and data meet the high-quality standards set by Miami Music Project. The position will oversee and facilitate the donor database, the timely issuing of thank you letters and donation receipts, and research of new institutional and individual funders. The position will be responsible for initial drafting of proposals and proofing of development materials as assigned. The individual will work closely with the Sr. Development Manager, President, and Executive Assistant on all development matters, and provide assistance as needed.

### **Essential Functions:**

1. Adhere and manage the annual Development Calendar.
2. Write and edit content for Annual Direct Mail and Email individual donor solicitations.
3. Create initial drafts for grant applications.
4. Coordinate and facilitate all solicitation mailings throughout the year.
5. Collaborate with Marketing Staff to ensure consistent messaging for all written and verbal communications.
6. Maintain the integrity of donor and stakeholder information in the DonorPerfect Database.
7. Enter all donor and prospect information into the DonorPerfect Database, including tracking grants, individual gifts, bequests, memorial gifts, corporate gifts, and sponsorships.
8. Manage the lifecycle of all donations and gifts by:
  - a. Processing of all gifts into the DonorPerfect Database.
  - b. Acknowledging all gifts and pledges to Miami Music Project within one week's receipt of gift and/or pledge.
  - c. Reconciling gifts on a monthly basis with the Director of Operations.
9. Provide donor and financial reports from DonorPerfect Database.
10. Provide administrative support to the Sr. Development Manager, including budget preparation, application completion, follow up reporting, and data and story gathering.
11. Research public and private grant opportunities for Miami Music Project and prepare a comprehensive overview of each prospect.

### **Qualifications and desired skills include:**

- Strong commitment to the mission of Miami Music Project and El Sistema philosophy,
- Desire and demonstrated ability to be a motivational mentor and role model for all program constituents,
- Bachelor's degree or higher, administrative or management degrees preferred,
- 2 years of administrative experience,
- Experience working in fundraising, development, grants, or program evaluation preferred,
- Ability to work under direct supervision, manage cross-departmental projects, and report problems using good communications, goal setting and conflict resolution,
- Excellent interpersonal, verbal and written communication skills with ability to effectively facilitate meetings, present publicly and provide professional and appropriate business level written information,
- Ability to work effectively with a wide range of constituencies in a diverse community and the willingness to collaborate with and learn from one's colleagues,
- Strong computer skills, competence in multiple software applications, including Microsoft Word & Excel, familiarity with DonorPerfect a plus,
- Background in music preferred,
- Local travel and evening and weekend availability,
- Must be able to lift and move up to 50 lbs, and will be expected to assist with moving equipment pertinent to general operations,
- Performances and events may take place during outside normal program operations, including weekends, and/or evenings and will require the Grants Coordinator's participation.

*Miami Music Project is firmly committed to a policy of equal employment opportunity. We hire qualified applicants without regard to race, color, sex, religion, national origin or ancestry, age, marital or veteran / military status, disability, genetic information, sexual orientation, gender identity or expression, or any other legally protected status.*

*As permissible under applicable law, applicants will be subject to a pre-employment background check and drug test after receiving a conditional offer of employment. The background check will investigate criminal background and other matters related to suitability for employment, particularly since Miami Music Project works with children. Likewise, employment is contingent on receiving a negative test result for illegal drug use. Separate disclosure and consent forms will be provided prior to any background check or drug test.*

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