



## JOB DESCRIPTION

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**Title:** Senior Grants and Development Manager  
**Organization:** Miami Music Project, Inc.  
**Classification:** Full time  
**Reports to:** President  
**Compensation:** \$65K-\$70K  
**Benefits:** Health insurance, PTO, retirement plan, and expense reimbursement  
**Start Date:** January 2022  
**To Apply:** Send your Resume and Cover Letter to: [hiring@miamimusicproject.org](mailto: hiring@miamimusicproject.org)  
Use the words “*Senior Grants and Development Manager*” in the subject line. Applications without Cover Letter might not be taken into consideration.

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### ORGANIZATIONAL 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 and summer programming to all students with no barriers to entry, regardless of race or economic status. As of today, Miami Music Project has reached thousands of children and youth across Miami-Dade County, becoming one of the largest socially transformative music initiatives in US.

### POSITION SUMMARY:

After 12 years of organizational and programing growth, we seek to further expand our reach and develop the structure and support needed to increase our impact in the community. This position will encompass planning, organizing, and managing our ongoing development efforts – rising to the occasion to become an effective Senior Grants and Development Manager – and becoming an integral part of vastly expanding opportunities for the children, families and communities we serve.

We are looking for a driven and considerate individual. Someone who is responsive, courteous, detail oriented, innovative, outcome-driven, flexible to work in an often-changing environment; and an effective, thoughtful communicator. A successful candidate will be

skilled and experienced in developing and implementing effective fundraising strategies that invoke passion about helping achieve Miami Music Project's mission and role in helping at-risk children reach their full potential.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

### **Leadership, Fundraising Strategy, and Annual Planning:**

- Oversee Development operations and staff,
- Draft, review and refine organizational development plan annually, with a focus on stewarding the existing donor base and cultivating new donors through the development of fundraising strategies and targeted major gifts program,
- Research and bring forward strategies to diversify funding, including government, foundations, and corporate funding opportunities, and assist with the planning of fund seeking projects,
- Meet individual and team development goals defined in collaboration with the President.

### **Government, Foundation and Corporation Responsibilities:**

- Implement all Public, Private, and Institutional funding initiatives, including the identification of new funding opportunities, review of research, writing of proposals, and maintaining relationships with grant funders,
- Write all public and private grant requests and oversee development and gathering of collateral material,
- Remain the lead contact on Children's Trust requests and reporting,
- Oversee reporting to all grantors, based on a clear timeline developed within the department.

### **Individual Donor Portfolio Creation and Management:**

- Support the President and Board of Trustees by coordinating all stages of engagement with prospects and donors including identification, qualification, cultivation, solicitation and stewardship,
- Develop and oversee fundraising campaigns and initiatives,
- Devise and oversee implementation of digital fundraising drives and engagement campaigns for small donors, in collaboration with the marketing staff,
- Expand and diversify the individual prospect pool of gifts up to \$1,000. Identify, cultivate, solicit, and steward these donors and manage strategies of implementation,
- Foster an environment that incorporates a creative, entrepreneurial spirit but also builds a sophisticated system of practices and procedures.

### **Internal and External Communications:**

- Coordinate donor centric communication plans with the marketing staff.
- Write development-related narratives and correspondence, including mailings, letters of acknowledgement, content for external digital and in print materials, and other.

### **Event Oversight:**

- Oversee the creation and execution of special events to raise funds and advance the stature and visibility of Miami Music Project,
- Coordinate with the Executive Assistant on scheduling and execution of donor and prospect visits to programming sites,
- Maximize Event and Concert Calendar and collaborate on its future planning to build fundraising opportunities around ongoing programming events.

**Any other related duties as required or requested.**

**QUALIFICATIONS AND DESIRED SKILLS:**

- 5+ years of related experience including development, marketing, and communications with a US-based non-profit organization,
- Experience in crafting formal government and private grant proposals,
- Experience in successful public and private grant writing,
- Excellent fundraising strategy development and execution capability; experience defining needs, designing solutions, and bringing about required results,
- Proven track record of consistent sustainable revenue growth from annual donor campaigns, corporate donations, and foundations,
- Proven track record of digital engagement and donation campaigns,
- Strong written and oral communication skills and superior attention to detail,
- A passion for music as a tool to transform children's lives and communities,
- Organized and flexible, with excellent interpersonal and communication skills,
- A strong desire to forge and maintain long term relationships with team members, Board members, donors, and all Miami Music Project constituents,
- Occasional off-hour and weekend travel and participation in events and meetings.

**TO APPLY:**

Send your Resume and Cover Letter describing your desire and reason to join our team to:

[hire@miamimusicproject.org](mailto:hire@miamimusicproject.org)

*Use the words "Senior Grants and Development Manager" in the subject line.*

*Applications without cover letter will not be taken into consideration.*

*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.*