JOB DESCRIPTION

Title:	Director of Development
Organization:	Miami Music Project, Inc.
Classification:	Full time
Reports to:	President
Compensation:	Annual Salary $90K – $100K
Benefits:	Competitive benefit Package includes health insurance, PTO, retirement plan, and expense reimbursement.
Start Date:	July 1, 2023
To Apply:	Send your Resume and Cover Letter to: hiring@miamimusicproject.org Use the words "Director of Development" in the subject line. Applications without Cover Letter might not be taken into consideration.

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:

The Director of Development (DoD) has overall responsibility for achieving the organization's fundraising goals, maintaining and deepening Miami Music Project's authentic relationships and reputation in ways that reflect and are aligned with our organizational values. As an integral member of the Leadership Team, the DoD will help maintain overall organizational health and effectiveness. While achieving specific departmental goals that advance Miami Music Project's Strategic Plan, DoD will play an integral part of vastly expanding opportunities for the children, families and communities we serve. Successful candidate will invoke passion about helping achieve Miami Music Project's mission of enabling under-resourced children reach their full potential. They will creatively and effectively utilize every organizational asset to secure charitable contributions, including grant and corporate funding, and other revenues, providing vision and outlining strategy to ensure adequate and growing financial resources, and maintaining a high level of community engagement.

The DoD will be a high-impact leader and cultural influencer within the organization that contributes to a healthy, transparent culture that values community, connection, respect, and ownership. In addition to providing emotionally intelligent leadership within the organization, the DoD will create meaningful relationships that allow them to motivate board members and other ambassadors who participate in the cultivation and stewardship of our community.

The DoD will develop innovative, values-aligned ways to increase donor engagement, giving, and retention and will manage a robust portfolio aimed at significantly increasing gift support.

JOB DUTIES AND RESPONSIBILITIES

Strategic Management

- Design and oversee the implementation of an innovative, comprehensive, multi-year Fundraising Plan that maximizes current and new revenue streams and supports Miami Music Project's ambitious Strategic Plan.
- Execute philanthropic gifts and giving programs, including identification of individual prospects and cultivation, solicitation and authentic stewardship of donors; engage with donors year-round, recognizing impact of gifts, communicating results, inspiring involvement, and ensuring quality experiences.
- Plan, supervise, and grow Miami Music Project's annual giving program in close coordination with our marketing team, including direct mail,

digital, peer-to-peer campaigns, along with designing and implementing a robust stewardship and donor engagement program.

- Strategize, research, and supervise an active institutional giving program comprised of public funding, private foundations, and corporate partnerships including relationship-building, stewardship, and management of application and reporting calendar.
- Work in partnership with the Board of Trustees Development Committee Chairperson to create and implement an aggressive Board give and get program, provide support to the President and the Board of Directors in all development activities,
- Plan and attend Development Committee meetings, attend general Board meetings when needed, and other applicable events.
- Coordinate with Executive Assistant on scheduling and execution of donor and prospect experiences, visits to programming sites, and event participation.
- Maximize our Event and Concert Calendar and collaborate on its future planning to build fundraising opportunities around ongoing programming events.

Visionary Leadership

- Bring fresh approaches to problem solving and challenge ideas by posing questions, thinking broadly, listening deeply, and providing focus on strategy; Utilize strong organizational skills to implement comprehensive and consistent systems for departmental activities.
- Identify and engage strategic alliances with funders, sponsors, and community partners that will extend Miami Music Project's brand and increase avenues of support; negotiate, close, and administer partnership agreements; ensure fulfillment of deliverables.
- Collaborate with Director of Marketing and Communications and other staff on communication plans, activities, and materials to ensure donor centric messaging in line with Development priorities.

Data Driven and Emotionally Intelligent Fundraising

- Optimize fundraising operations to facilitate strong and enduring donor relationships, including gift entry, acknowledgment processes, authentic donor stewardship, tracking donor activities and notes in DonorPerfect, as well as using metrics and optimizing online donation platforms to increase fundraising revenue.

- Strategically research and propose sponsorship opportunities and community outreach events that elevate Miami Music Project's profile and brand awareness.

Values Driven Relationship Management

- Identify meaningful ways for Board members to participate in revenue-generating activities, including deploying them for major gift and strategic partnership relationship-building, stewardships of donors and partners, as well as the helping in creation of individual development plans and accountability for each board member annually.
- Expand Miami Music Project's donor pipeline by leveraging the relationships of our Board, Leadership Team, partners, and other applicable constituents through strategies including earned revenue, peer-to-peer fundraising campaigns, and stewardship opportunities.
- Foster an environment that incorporates a creative, entrepreneurial spirit but also builds a sophisticated system of practices and procedures.
- Additional tasks and projects as assigned by the President.

QUALIFICATIONS AND DESIRED SKILLS:

- 7+ years of relevant work history demonstrating senior-level leadership and management experience, including development, fundraising, and grant-seeking,
- 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,
- Highly organized, unusually detail-oriented, able to handle a variety of tasks accurately,
- Demonstrated ability to handle sensitive information effectively and confidentially,
- A strong customer focus and customer service orientation,
- Excellent written and verbal skills,
- A problem solver with a 'can-do' attitude and creative energy; believes that all things are possible, seeks new and inventive solutions, and is eager to learn,
- Extremely capable to work independently and also a real team player; someone with initiative, enthusiasm, flexibility, and able to collaborate with others,
- Strong interpersonal skills; a warm and energetic individual capable of communicating respectfully and openly with people of varied ages, races, gender expression, identities, and class backgrounds,

- Comprehensive knowledge of technologies supporting nonprofit fundraising, including database, analytical tools, and emerging media, DonorPerfect experience highly desirable,
- Passionate about the mission and work of the Miami Music Project,
- 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: hiring@miamimusicproject.org

Use the words "Director of Development" 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.