



## JOB DESCRIPTION

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**Title:** Grants & Development Manager  
**Organization:** Miami Music Project, Inc.  
**Classification:** Full time  
**Reports to:** Director of Development  
**Compensation:** Annual Salary \$55,000-\$65,000  
**Benefits:** Competitive benefit Package includes health insurance, PTO, retirement plan, and expense reimbursement.  
**Start Date:** February 2024  
**To Apply:** Send your Resume and Cover Letter to:  
hiring@miamimusicproject.org  
Use the words “Grants & 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:**

The Grant & Development Manager will function as a capacity builder for the development team through grant seeking, writing, and reporting, management of the donor database and timely donor acknowledgments, helping prepare compelling reports for funders, and providing general support to the development department. The successful candidate will ensure all grant applications, development related

materials and data meet the highest quality standards. They will report to the Director of Development and work closely with Executive Assistant to the President, ensuring the collective success of all development efforts. Aiding in all fundraising and advancement matters, this position balances standard recurring tasks, unique one-time projects, and general administrative assistance. The successful candidate will invoke passion about helping achieve Miami Music Project's mission of enabling under-resourced children reach their full potential.

#### **RESPONSIBILITIES:**

- Lead the preparation and development of foundation and corporate grant proposals including all external and internal outreach and planning required and the drafting of the narrative, budget, and accompanying materials,
- Post-award, ensure compliance with all administrative requirements, lead activities that see a grant through its full life cycle, including the execution of grant contracts, progress and final reports, and regular communication with institutional funders,
- Maintain a grants calendar and manage all deadlines and workflows for LOIs, grant applications, and reports, including internal deadlines for collection of information from other staff ensuring on-time submission and high rate of successful funding requests,
- Research and identify funding opportunities that are potentially a good fit for organization's programs and strategic growth,
- Partner with program staff and the senior management team to learn about emerging needs and opportunities and to translate those into a strong written narrative,
- Remain the lead contact on Children's Trust requests and reporting,
- Maintain the integrity of donor and stakeholder information in the DonorPerfect database by:
  - Processing all gifts into the database, timely entering and updating of all donor and prospect information, including tracking grants, individual gifts, bequests, memorial gifts, corporate gifts, and sponsorships,
  - Acknowledging all gifts and pledges to within one week's receipt of gift and/or pledge,
  - Reconciling gifts on a monthly basis with the Director of Operations,
- Assist in preparing content fundraising materials such as concept papers, information packets, and brochures, and collaborate with marketing to ensure consistent, fundraising-centric messaging for all written and verbal communications,
- Provide administrative support to the Director of Development, including with preparing and disseminating solicitation materials, assisting with scheduling, planning, and the attending of events and program visits,
- Other duties as assigned.

## **QUALIFICATIONS AND DESIRED SKILLS:**

- Minimum of 4 years of successful grant writing in non-profit organizations,
- Successful track record in grant cultivation and in stewarding grant proposals through the entire grant application and submittal process,
- Excellent writing skills; ability to write for different audiences and versatility across multiple platforms (i.e., private, corporate, or government proposals/reports), passion for storytelling and ability to transform technical facts into broadly engaging, emotionally rooted, and informative narratives,
- Demonstrated ability to manage a portfolio of funders and achieve financial results,
- Must be able to exercise sound judgment and prioritize while managing multiple complex tasks and maintain composure under demanding deadlines; flexible in approach and willing to adapt, when necessary,
- Ability to work with executive leadership, program staff, and finance to conceptualize and develop compelling, logical, and clear grant proposals, supporting materials and reports,
- Excellent attention to detail, strong project management skills, and ability to work independently and collaboratively when required,
- Advanced proficiency in MS Office software with an emphasis on Excel, Word, Acrobat,
- Demonstrated knowledge of online grants systems a plus (i.e. Grants.gov, SAM, Trust Central, Submittable), and working with fundraising databases (familiarity with DonorPerfect a plus),
- Strong time management and organizational skills with ability to meet firm deadlines,
- Strong reporting and recordkeeping skills, including the ability to synthesize quantifiable and qualitative data into clear language and charts,
- Excellent interpersonal skills and demonstrated ability to effectively communicate with individuals from diverse backgrounds, people of different races, ethnicities, ages, and sexual orientations in a multicultural environment committed to diversity, equity and inclusion,
- Background in music a plus but not required,
- Passionate about the mission and work of the Miami Music Project,
- Occasional off-hour and weekend travel and participation in events and meetings,
- Must be able to lift and move up to 50 lbs., and assist with moving equipment and materials pertinent to general operations.

## **TO APPLY:**

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

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

*Use the words "Grant & Development Manager" in the subject line.  
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*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.*