

JOB DESCRIPTION

Title: Chief of Staff

Organization: Miami Music Project, Inc.

Classification: Full time, Exempt

Reports To: President & CEO

Compensation: \$60K - \$70K annually

Start Date: July 2025

To Apply: Send your Resume and Cover Letter to: hiring@miamimusicproject.org
Use the words "Chief of Staff" in the subject line. Applications without a Cover Letter will not be taken into consideration.

Organization 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. Our vision is to create opportunity and access through music, improve the quality of life for children today, and ultimately empower them to transform their lives, the lives of their families, and their communities.

Founded in 2008 by conductor James Judd, Miami Music Project began as an in-school residency program with support from the Knight Foundation. In 2010, under the leadership of President & CEO Anna Klimala, the organization transitioned to an El Sistema-inspired model, launching its signature Children's Orchestras program to provide free, high-impact music education to underserved youth. Since its inception, Miami Music Project has served over 33,000 students and expanded to seven community chapters across Miami-Dade, becoming one of the largest socially transformative music initiatives in the US. Miami Music Project takes a comprehensive approach to understanding each student and the communities served, tailoring support to meet their unique needs and guiding them from their first notes to college acceptance.

Position Summary

Miami Music Project seeks a high-performing, motivated individual, who will also serve in a chief of staff and assistant-to-CEO capacity, helping drive strategic priorities, optimize leadership operations, and maintain alignment across the organization. This is a mission-critical role ideal for someone who thrives in a fast-paced, entrepreneurial nonprofit environment and brings both precision in execution and strategic foresight.

You'll support the President & CEO in managing time, information flow, priorities, and relationships—while also playing a vital behind-the-scenes support role in cross-departmental planning, board and stakeholder engagement, and organizational decision-making.

KEY RESPONSIBILITIES

President & CEO Support & Time Management

- Serve as strategic thought partner to the CEO—filtering and prioritizing initiatives, assisting in data-informed decision-making, managing follow-through, and preparing the President & CEO to lead effectively
- Help facilitate the execution of strategic initiatives by driving clarity, accountability, and coordination across departments
- Manage the CEO's calendar, schedule, and travel to ensure alignment with top priorities
- Anticipate and prepare for meetings, presentations, and events with thoughtful briefing materials and agendas
- Anticipate challenges and proactively solve problems to enable the CEO to focus on mission-critical work
- Serve as the first point of contact for internal and external communications directed to the President & CEO
- Handle confidential matters with absolute discretion and professionalism

Project & Information Management

- Monitor progress and deadlines for ongoing organizational priorities, ensuring timely follow-up, execution, and communication
- Coordinate cross-functional projects driven by the CEO, helping teams stay aligned and focused
- Draft, edit, and organize high-level correspondence, memos, board materials, and donor updates
- Manage information flow to and from the CEO to enable effective decision-making

Internal Alignment & Leadership Coordination

- Support seamless communication between the CEO and staff, board members, and partners
- Support preparation for board meetings, including materials and follow-up on deliverables
- Collaborate with senior leaders to ensure organizational clarity around priorities and messaging
- Coordinate logistics for board meetings, leadership meetings, retreats, and special events
- Assist with internal announcements, updates, and communications from the CEO's office

Stakeholder Engagement & External Relations

- Help steward relationships with funders, board members, and civic partners by drafting correspondence, tracking interactions, and preparing follow-ups
- Act as a liaison to the Board of Trustees
- Prepare and manage the Board calendar and ensure alignment with programming and holiday calendars

- Collaborate with the Development team to ensure that donor strategy aligns with organizational priorities
- Assist the CEO with donor cultivation, stewardship, and engagement activities
- Coordinate logistics for donor meetings, site visits, events, public appearances, and speaking engagements
- Represent the CEO's office with warmth and professionalism in written and verbal interactions

QUALIFICATIONS

- 5+ years of experience in a high-level Executive Assistant, Chief of Staff, or Operations role—in a nonprofit or for-profit mission-driven setting
- Excellent organizational and time management skills with impeccable attention to detail
- Excellent written and verbal communication skills, with a professional and warm tone
- High emotional intelligence and the ability to handle sensitive and confidential matters with integrity
- Ability to multitask, adapt quickly to shifting priorities, and meet deadlines under pressure, comfort with ambiguity, and fast-paced environments
- Proven track record of project management and cross-functional collaboration
- Bachelor's degree required; advanced degree or training in nonprofit management, public administration, or business is a plus
- Commitment to the mission of Miami Music Project and enthusiasm for youth development, arts education, and social equity
- High Proficiency in Google Workspace, Microsoft Office Suite, including Excel, and scheduling or productivity tools, proficiency in additional tools (e.g., Canva, Adobe Pro, CRM platforms) a plus

Preferred Attributes

- Experience working directly with C-suite executives or Boards
- Familiarity with board governance and meeting protocols
- Tech-savvy with experience using productivity and CRM tools
- Welcomes feedback as a means to personal and professional growth
- No nonprofit experience necessary, relevant for-profit-sector experience will be taken into consideration

Additional Considerations

- Flexibility in schedule – some nights and weekend availability required
- Local travel and making regular errands will be needed. Valid FL license and reliable transportation will be required
- Must be able to lift and move up to 50 lbs, might be expected to assist with equipment pertinent to general operations

COMPENSATION & BENEFITS

- Competitive salary commensurate with experience
- Generous PTO and paid holidays
- Health, dental, and vision insurance
- Retirement Plan
- Professional development opportunities
- Flexible work arrangements

TO APPLY

Send your Resume and Cover Letter to: hiring@miamimusicproject.org

Use the words “Chief of Staff” in the subject line.

In the Cover Letter, use your background and experience to explain why you’re interested in, and are the best fit for this position. Applications without Cover Letter will not be considered.

Miami Music Project is firmly committed to a policy of equal employment opportunity and does not discriminate against an applicant or employee because of race, color, sex, religion, national origin or ancestry, age, marital, veteran / military status, disability, genetic information, sexual orientation, gender identity or expression, or any other legally recognized protected basis.

As permissible under applicable law, after receiving a conditional offer of employment, applicants will be subject to a pre-employment drug test and background check to investigate criminal background. 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.