



JOB DESCRIPTION

Title:	Development Coordinator
Organization:	Miami Music Project, Inc.
Classification:	Full time, Exempt
Reports to:	Institutional Giving & Partnerships Manager
Compensation:	\$53,000-55,000 + benefit Package (health insurance, PTO, retirement plan, and expense reimbursement)
Works closely with:	Executive & Philanthropy Team, Finance Team, Marketing & Communications Team, Program Team
Supervisory responsibility:	None
Start Date:	August 2026
To Apply:	Send your Resume and Cover Letter to: hiring@miamimusicproject.org Use the words "Development Coordinator" in the subject line. Applications without Cover Letter might not be taken into consideration.

ORGANIZATIONAL OVERVIEW:

Founded in 2008, Miami Music Project transforms lives through the power of music. Through intensive music instruction, mentorship, and artistic excellence, the organization empowers young people to develop confidence, resilience, leadership skills, and lifelong learning habits. Today, Miami Music Project serves thousands of children and youth throughout Miami-Dade County, while advancing the national field of socially transformative music education through innovation, professional development, and strategic partnerships.

Position Overview & Purpose

The Development Coordinator increases the capacity and effectiveness of the fundraising operation by building and maintaining the systems, data, research, and donor intelligence that support fundraising success. The successful candidate will combine exceptional organization and attention to detail with strong research, communication, and follow-through skills.

Help Advance Philanthropy That Changes Lives

Miami Music Project is seeking a highly organized, detail-oriented, and relationship-focused professional to support the organization's fundraising and donor engagement efforts.

The Development Coordinator is the operational and donor-intelligence backbone of the fundraising operation, ensuring accurate data, timely gift processing and acknowledgements, effective annual giving execution, and strong donor stewardship. The role also strengthens the development pipeline through prospect identification, research, and relationship intelligence, while providing coordination and support for grant packages and cross-departmental fundraising initiatives.

If you are highly organized, curious about people and philanthropy, and enjoy turning data into meaningful fundraising action, this role offers an opportunity to make a direct contribution to Miami Music Project's growth.

Key Responsibilities

Development Operations & Donor Management

- Maintain accurate donor records, gift processing, acknowledgments, and database integrity.
- Coordinate donor correspondence, stewardship activities, and recognition efforts.
- Prepare donor reports, mailing lists, fundraising materials, and meeting packets.
- Support prospect research and donor portfolio management.

Prospect Research & Donor Intelligence

- Identify and research mid-level and major donor prospects, conduct wealth screening, relationship mapping, and Board connection research, providing insight into interests, capacity, relationships, and potential fit of the prospects.
- Maintain prospect pipelines, donor histories, and CRM records to ensure development staff have timely and actionable information.
- Support donor portfolio management through research, reporting, and follow-up tracking.

Annual Giving & Donor Stewardship

- Draft and coordinate execution of annual appeals and related donor communications, in collaboration with the Executive & Philanthropy Team.
- Manage donation receipts, acknowledgement letters, stewardship reminders, donor recognition, and related tracking to ensure timely and personalized follow-through.
- Maintain accurate records of donor interactions, gifts, stewardship activities, and relationship history in the CRM.
- Prepare donor reports, mailing lists, and other materials that support cultivation, stewardship, and fundraising efforts.

Grant & Cross-Departmental Support

- Coordinate grant documentation and support preparation of grant packages, under the guidance of the Institutional Giving & Partnerships Manager.
- Gather program, financial, and impact information from across the organization for proposals, reports, annual reports, donor communications, and other development materials.
- Support donor program visits, fundraising activities, and events through coordination and participation as needed; event ownership and execution remain with the Executive Assistant & Strategic Initiatives Coordinator.
- Collaborate across departments to ensure timely, accurate, and consistent support for development priorities.

What Success Looks Like

Within the first year, the successful candidate will strengthen the fundraising operation through accurate systems, actionable prospect intelligence, timely annual giving and stewardship, and reliable development support.

Success means:

- Donor and prospect records are accurate, current, and useful for fundraising decision-making.
- Acknowledgements and stewardship activities are timely, personalized, and consistently tracked.
- Annual appeals are well coordinated and executed on schedule.
- Prospect research and donor intelligence strengthen the fundraising pipeline.
- Grant and cross-departmental development support is organized, responsive, and accurate.

Qualifications

Required Qualifications

- Bachelor's degree or equivalent professional experience.
- Three or more years of experience in development, fundraising, nonprofit administration, or related work.
- Strong organizational and project management skills.
- Excellent written and verbal communication.
- Experience with Microsoft Office and Google Workspace.
- Ability to manage multiple priorities with accuracy and professionalism.

Preferred Qualifications

- Experience using donor database or CRM systems.
- Experience with donor prospect research, stewardship, or annual giving.
- Knowledge of nonprofit fundraising practices and donor development.
- Experience supporting grant proposals, reports, or other institutional fundraising materials.

Desired Skills & Competencies

- **Organization & Attention to Detail**
Maintains accurate records and manages multiple priorities with consistency.
- **Research & Analytical Thinking**
Finds, evaluates, and synthesizes information to strengthen donor and prospect intelligence.
- **Communication Excellence**
Produces clear, polished communications and provides thoughtful donor service.
- **Relationship & Stewardship Mindset**
Understands that timely, personalized follow-through is essential to strong donor relationships.
- **Initiative & Accountability**
Works independently, anticipates needs, and follows through reliably.
- **Collaboration**
Works effectively across departments to support shared fundraising and organizational priorities.

Work Environment

This position is based at Miami Music Project's administrative offices and requires regular collaboration with staff, donors, volunteers, and community partners.

Occasional evening and weekend work may be required to support performances, donor events, program visits, and other fundraising activities.

Why This Role Matters

Strong fundraising depends on more than relationships and asks—it depends on accurate information, thoughtful stewardship, and disciplined follow-through.

As Development Coordinator, your work will strengthen the systems and donor intelligence behind Miami Music Project's fundraising efforts, helping the organization identify new opportunities, deepen relationships, and secure the resources needed to advance its mission.

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.