

## **EDUCATION THROUGH MUSIC-LOS ANGELES (ETM-LA, INC.) Development Associate Position**

Education Through Music-Los Angeles (ETM-LA) is a 501c(3) independent non-profit organization which makes comprehensive, in-school music education a reality for thousands of Los Angeles County children who would otherwise have limited or no exposure to the arts; uses music instruction to strengthen students' ability to learn in all areas; and works to build schools' capacity to sustain programs. Founded in 2006, Education Through Music-Los Angeles is based on the ETM model, which has successfully served New York City schools since 1991. Education Through Music-Los Angeles' mission is to promote and provide music in the curricula of schools with at-risk populations as a means of enhancing students' academic performance and general development.

ETM-LA forms long-term partnerships with elementary public and parochial schools that serve disadvantaged children and which lack sufficient resources for school-wide music education. Typically, over 90% of the students are minorities, over 80% qualify for the Federal Free Lunch Program (determined by family income), and approximately 10% are disabled. ETM-LA was spotlighted with Grammy-Winning Violinist Joshua Bell on KNBC news (2009) and ETM-LA students participated in Fox Glee's and American Express Members Event with the Glee cast members (2010). In just 11 years, ETM-LA has expanded from serving two schools and 800 children its first year, to twenty-five schools and approximately 12,000 schoolchildren.

The **Development Associate** will be a Full-Time, non-exempt employee. He/she will work with all core staff members of Education Through Music-Los Angeles, performing duties in a variety of areas, but will primarily assist the Executive Director with the following:

### **Development**

- \* Manage Grant proposal research and writing Letters of Inquiry and grants\*\*
  - Send on average 3-4 LOIs per month (includes 1 or 2 new foundations)
  - Send on average 4-6 proposals per month
  - Prepare grant reports
  - Work with Executive Director and Development Manager on identifying type of grant request/components
    - Work with Executive Director and Development Manager to establish effective grants communications
- \* Prepare bi-monthly grant reports.
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- \* Track all grants, gifts, and maintain donor correspondence.
- \* Correspond with government offices to schedule site visits and submit proposals.
- \* Provide support for fundraising events.
- \* Improve documentation of development procedures.
- \* Prepare sponsorship letters for events.
- \* Mentor and oversee Development interns.
- \* Maintain the foundational and contact databases and suggest improvements.
- \* Communicate regularly with program staff in order to prepare accurate proposals, reports and newsletters.

### **Marketing/PR**

- \* Assist in creating content for print materials and ETM-LA's Newsletter.
  - \* Write appeal letters.
  - \* Update information on website and assist in creating content for social media.
  - \* Assemble materials for paper and digital press kits.
  - \* Attend events and interface with community stakeholders (i.e. donors, parents, teachers, principals).
  - \* Utilize assessments and data in marketing materials.
- Other duties as assigned.

### **Data and Evaluation**

- \* Support the collection of data on evaluation of programs.

- \* Assist with correspondence to funders on evaluation reports.
- \* Help prepare communication of findings to constituents.

**Qualifications**

- \* Bachelor's Degree. (\*\*Writing background required)
- \* Excellent written and verbal communication skills. Superior organizational skills. Ability to conduct research online, to meet deadlines, to write and edit in response to guidelines (when provided), as well as to write and edit independently.
- \* Computer literate (fluent in Microsoft Word, familiar with Microsoft Excel, ability to learn new software, such as database and publishing).
- \* Ability to thrive in a fast-paced, small to mid-sized organization as part of a collaborative environment and be a team player, as well as to take initiative. Ability to multi-task.
- \* Mission-driven. Background in music, arts and/or education preferred (Experience in English, Public Relations and/or Communications a plus).

Salary dependent upon qualifications. Benefits include health insurance. Position starts in January depending on availability. Candidate must submit a **1-page cover letter** (400 words maximum) and **1-page current resume**, including names of three professional references and salary history for the past two years. In addition, please submit a **writing sample** along with application. No calls, please.

Submit Application to: Search Committee, Education Through Music-Los Angeles Fax: 818-433-7601  
Email: [apply@etmla.org](mailto:apply@etmla.org) (when emailing, please include in the Subject Line: ETM-LA Development Associate Position)