



## **Education Through Music-Los Angeles (ETM-LA) Development Director Position**

[Education Through Music-Los Angeles](#) 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 forms long-term partnerships with elementary and middle schools which lack sufficient resources for school-wide music education. Typically, over 90% of the students are minorities, over 80% qualify for the Federal Free/Reduced Price Lunch Program, and approximately 10% have special needs. In just 11 years, ETM-LA has expanded from serving two schools and 800 children its first year to 25 schools and approximately 12,000 schoolchildren.

The **Development Director** will be a full-time, exempt position. He/she will directly report to and will work closely with the Executive Director as part of the Senior Management team at Education Through Music-Los Angeles. The Development Director will help further the mission by serving as a member of the leadership team to grow ETM-LA's base of charitable contributors - including individuals/major donors, foundations, government and corporations. He/She will provide the caring cultivation and stewardship of major donors along with recurring and prospective donors to ensure every child, regardless of socio-economic status, receives quality music education in order to reach their fullest potential.

### **Individual Donors & Corporate Sponsors (40%)**

- Manage and oversee the DonorPro database of supporters and correspondence with constituents.
- Correspond with specific major donors.
- Create individual donor reports, including a yearly comprehensive analysis of donor trends.
- Improve systems for tracking donations and donor information.
- Coordinate appeal mailing, donor visits, and receptions.
- Lead fund development efforts and giving campaigns to maintain and grow organization's charitable contribution income.
- Give presentations and attend public events for donor outreach purposes.
- With the Executive Director and Board, assist in cultivating new and existing individual and Corporate Funder relationships.

### **Grants (20%)**

- Oversee and maintain a grant-management system, ensuring that all deadlines and requirements are met.
- Oversee timely grant applications and reports, including managing the collection of information needed for the application or report, editing drafts for final review, and preparing budgets and other necessary information.
- Send timely invitations, updates and correspondence to Foundation and Corporate Program Officers about the impact of their entity's partnership.
- Work with Director of Operations & Finance to ensure that grants are in compliance.

- Help manage the research of potential funding sources.
- With the Executive Director and Board, assist in cultivating new and existing Foundation and Institutional Funder relationships.

### **Supervision (30%)**

- Provide direct supervision of the Development Associate and assist with supervision of Communications Assistant, Americorps VISTA volunteer, and Communications Intern.
- Participate in the recruitment of development-related interns.
- Oversee all development-related volunteers.
- Oversee Associates Board & Events related to this giving circle.
- Oversee program evaluation (dissemination/collection/analysis/reporting) including the Community Partnership Survey, Parent Survey, and External Evaluation.

### **Other Functions (10%)**

- Events Management – Support fundraising events.
- Volunteer Management – Support efforts to maintain and grow volunteer base.

### **Qualifications**

- Bachelor's Degree.
- 5+ years of Non-Profit and relevant experience.
- Specific Skills: Grant-writing, cultivating and stewarding donors, developing and managing budgets, Excel, and DonorPro database management.
- 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, 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; a team player; an initiative-taker.
- Ability to multi-task.
- Mission-driven.
- Preferred Experience: Master's Degree; Background in music, arts, education, English, public relations and/or communications a plus; supervisory experience, conflict resolution, crisis management, advanced Excel techniques, major gifts solicitation and stewardship, public speaking, technical writing. Specialized knowledge in government, school districts, fund development, non-profit and arts Sector.

Salary dependent upon qualifications. Benefits include health insurance. Position starts immediately. Candidate must submit a **1-page cover letter** (400 words maximum) and **1-page current resume**, including names of three professional references.

Submit Application to: *Search Committee, Education Through Music-Los Angeles* by email: **[apply@etmla.org](mailto:apply@etmla.org)** (please include in the Subject Line: **ETM-LA Development Director Position**). No calls, please.