



Position Title: Development Manager

Reports to: Director of Development

Position Summary:

The Development Manager works under the direction of the Director of Development to manage all fundraising functions including grant research, writing and reporting; special events up to 300 people; a growing individual giving program; and corporate sponsorships.

A full-time Americorps VISTA Member supports the development team.

Responsibilities:

The Development Manager will have primary responsibility for:

- Tracking grant research, deadlines and applications with foundations, corporations and government agencies
- Tracking grant progress, compiling materials for grants stewardship and reporting
- Building relationships with a portfolio of funders and prospects
- Overseeing Development Operations including data management, acknowledgements and departmental processes

As a crucial part of the Development Team, the Development Manager will support major revenue generation functions, including:

- Writing and reporting on assigned grants
- Representing the Institute at internal and external donor and stakeholder events
- Collaborating on building individual and corporate giving programs, including working with staff and Board of Directors on special events

Desired Skillset and Attributes:

We are looking for a candidate with a combination of education and experience that includes:

- Bachelor's Degree or equivalent volunteer or professional experience
- 3-5 years of direct work supporting a variety of fundraising activities
- Strong writer, editor and proofreader
- Familiarity with development operations and contract management
- Tech savvy with experience in Microsoft Office Suite and other administrative tools
- Strong time management skills and attention to detail
- People person who is passionate about using the arts within a social justice context

Additional attributes of value:

- A person of color or member of other underrepresented group including all gender expressions, sexual preferences, races, religions, ethnic backgrounds and physical, emotional or learning attributes
- Advanced knowledge of Salesforce and other fundraising solutions
- Comfort and skill networking and public speaking
- Experience with all aspects of special event management
- Bilingual (Spanish)

About Us

Located in Elizabeth, New Jersey, The Institute of Music for Children engages children and youth in artistic expression and the creative process. The Institute is building a community of high-achieving citizens who are arts lovers and arts makers through professional instruction, mentorship, and family engagement, serving more than 1,000 young people annually. Through four core programs, the Institute offers a diverse range of over 30 “classical” and culturally relevant art forms.

The Institute of Music is a robust, BIPOC-led, and growing organization that values teamwork, community, creativity, and encourages personal and professional development. We foster a dynamic work environment of care and support, driving our collective success, delivering transformational impact and facilitating community-level change.

It’s an exciting time for the Institute. As new property owners of our three-acre campus, we are embarking on a Three-Phased Master Campus Plan that includes a new build in FY24. We are positioned for continued growth as we solidify our role as an anchor institution in the region and state.

Status

This is an exempt, full-time position. Hybrid work arrangements will be negotiated with some work expected on site in Elizabeth, NJ, which is a half mile from a New Jersey Transit Train Station.

Apply

The Institute of Music for Children is an Equal Opportunity Employer committed to having the rich diversity of our community reflected in our workforce. If you’re passionate about contributing your skills and enthusiasm to help us, we want to hear from you!

To apply, craft a thoughtful cover letter that includes the professional and/or lived experience that you believe make you a uniquely qualified candidate for the role. Send your cover letter, resume, and two writing samples (previously submitted work is acceptable and encouraged) to:

lhafri@instituteofmusic.org.

Incomplete applications will not be considered. Initial screening calls will begin immediately and continue until the position is filled. No phone calls, please.

The Institute of Music for Children provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.