

STREET SYMPHONY

Position: Grants & Development Manager (part time to full time)

About Street Symphony:

Our Mission: Street Symphony harnesses the convening power of music to invite connection and relationship.

Street Symphony is a Los Angeles-based nonprofit organization that utilizes music to create opportunities of human connection to homeless and incarcerated communities through workshops, events, and one-on-one musical instruction. These musical programs are held at Skid Row clinics, homeless shelters, permanent supportive housing agencies, and LA County jails.

Ideal Candidate: Street Symphony is seeking a part time team member who presents an invaluable work ethic, positive attitude, passion, and empathy. Our organization is powered by individuals willing to apply their strengths as needed with the willingness to learn from and grow with the organization. We hope to find an individual who will meet our preferred requirements, but more importantly, brings their unique gifts and an energetic drive complementary to our organization's culture.

Job Description:

The Grants & Development Manager supports the Operations Manager and Artistic Director in managing and growing our grants portfolio and supporting our individual donor strategy. This position will be primarily 70% grants management and 30% individual donor cultivation. This unique individual is responsible for developing and continuously improving the narrative for our grant applications and reports and stewarding our foundation and institutional donors. While less important, the ideal candidate will also support developing/stewarding donor relationships and increasing overall revenue growth. This position requires the use of relationship management systems (Kindful) to develop analytical reports and a deeper understanding of our current donor base. In addition to supporting our grants fundraising, the ideal candidate bolster our existing individual fundraising efforts while imagining and implementing new strategies to attract new individual donors. The Grants & Development Manager works collaboratively with the team to ensure that our donor-facing storytelling reflects our high quality programs and encourages giving at the small and mid sized levels to support the organization's mission and vision.

Responsibilities:

- Responsible for grant management/tracking: writing materials, submission deadlines, and reporting.
- Develop and maintain updated narrative for current and future programs
- Identifying grant funding opportunities
- Works with staff and board to identify and develop funding strategies to underwrite existing and new programs.
- Maintaining and growing relationships with foundation Program Officers and institutional funders
- Manages and improves donor data and reporting using our CRM (Kindful)
- Executing regular reports to deepen analysis on past and current giving, to inform future strategies for fundraising.
- Supporting with donor nurturing and communication
- Oversee donor acknowledgement program, with an eye towards improving the process.

Qualifications:

- Highly preferred, proof of COVID-19 vaccination and booster
- Must have a college degree and 3 years of experience working with a non-profit development context directly related to institutional and individual fundraising, data management, project management, and strategy skills.
- CRM or database software experience (preferably Kindful)
- Basic knowledge of Google apps, Mailchimp, Office and project management software (preferably Asana).
- Ability to act as a liaison with donors and funding community to develop and sustain relationships
- Passionate about Los Angeles, Social Justice, the Arts sector, music and/or performing arts
- Must be a confident public speaker to articulate our mission, ability to express ideas verbally, and must have strong writing skills (at least one writing sample will be required with your application submission).
- Teamwork - Collaborating with others to achieve shared goals
- Must have your own laptop
- Must live in Los Angeles area, preferably downtown or no more than 15-20 mile radius of 90013
- Must have their own automobile and valid drivers license

Hiring Process:

We are committed to a fair and respectful hiring process, and we do our absolute best to respond to every applicant. We prioritize communication and transparency with all candidates, even those who are not moving forward. Here is an overview of the hiring process:

Step 1: Submit your application, provide two professional references, provide at least one writing sample, and a cover letter.

Step 2: Phone screen Interview

Step 3: In Person Interview (staff and a board member)

Step 4: Reference check

Step 5: Start your onboarding journey with Street Symphony!

Note: Some of our hiring processes may vary, and not all candidates will advance to each step.

Compensation: \$25-\$30/hr; part time to full time permanent position after 3-6 months evaluation, approximate 20 hours a week to transition to 40 hours a week.

Please send your cover letter, resume, and three professional references to contact@streetsymphony.org.
Subject line: Grants & Development Manager. For more information about Street Symphony visit our website at StreetSymphony.org