



**Job Title:** Development Associate

**Location:** Stamford, CT (Hybrid)

**Status:** Part-Time (0.5 FTE)

**Salary:** Up to \$50,000, commensurate with experience

**Reports To:** Managing Director

**Start Date:** September 1, 2025

**Application Deadline:** August 15, 2025

### **About PROJECT MUSIC**

At PROJECT MUSIC, we believe music transforms lives. Through our intensive after-school programming, we support Stamford youth in becoming confident musicians and changemakers - especially those who face systemic barriers to access, opportunity, and inspiration. Rooted in equity and modeled after El Sistema, we provide exceptional instruction, strong mentorship, and life-changing experiences that shape futures and communities.

PROJECT MUSIC is entering an exciting new chapter. As we expand our impact and deepen our partnerships, we are seeking a Director of Development who can grow our donor base and help shape the next decade of transformational music education for Stamford youth.

### **Position Overview**

PROJECT MUSIC seeks a strategic, mission-driven **Development Officer** to lead all fundraising efforts, with a focus on individual giving, institutional fundraising, and relationship-based philanthropy. This is a high-impact, part-time role suited for a seasoned professional who brings both vision and execution, and who thrives on cultivating authentic partnerships across diverse donor constituencies.

The Director of Development is the primary relationship-builder for all fundraising activity at PROJECT MUSIC and will lead the cultivation, solicitation, and stewardship cycle across individuals, foundations, and corporate partners. This person will also oversee all grant writing and manage the donor communications pipeline.

This role will work closely with the Managing Director, Program Manager, and Artistic Director to ensure that donor visits, messaging, and schedules align with the program's pedagogical goals and operations. The Development Director is supported by an active and committed Board Development Committee.

### **Key Responsibilities**

#### **Fundraising Strategy & Donor Relations**

- Lead and implement a comprehensive fundraising strategy across individual giving, institutional funding, and corporate sponsorships
- Set and meet annual fundraising goals, with a focus on increasing unrestricted giving and multi-year commitments

- Serve as the primary point of contact for all fundraising efforts; represent the organization externally in donor meetings, site visits, and cultivation events
- Manage and grow a donor portfolio of \$275,000+ annually through proactive cultivation, solicitation, and stewardship
- Develop donor engagement plans, in collaboration with the Managing Director and Board Development Committee

### **Grants & Institutional Giving**

- Identify and pursue new grant opportunities from foundations, corporations, and government sources
- Lead all phases of the grant cycle, including prospecting, proposal development, submission, and reporting  
Ensure proposals reflect the program's equity-driven approach, design model, and impact metrics  
Maintain a grant calendar and coordinate timely submissions and reporting deadlines

### **Donor Systems & Data Management**

- Manage the organization's donor database (currently Bloomerang) and ensure accurate records, segmentation, and communication timelines
- Create and maintain stewardship systems and development reports to inform board engagement and strategic decision-making  
Produce timely, personalized donor acknowledgments and ensure consistency in messaging

### **Campaigns & Events**

- Collaborate with the Board Development Committee and Managing Director to design and execute all fundraising events, including cultivation events throughout the year
- Provide development support for the PROJECT MUSIC Collective concert series and other donor-facing initiatives

### **Collaboration & Organizational Alignment**

- Ensure fundraising language and materials align with PROJECT MUSIC's mission, equity values, and program design
- Work cross-functionally with the Program Manager and Artistic Director to ensure donor tours and visits reflect the lived program experience

- Partner with the Board of Directors and Senior Leadership on long-term strategic fundraising planning, positioning, and special initiatives

### Qualifications

- Minimum 5 years of nonprofit fundraising experience, including donor stewardship, solicitation, and grant writing
- Proven success managing a portfolio of at least \$275,000, including high-net-worth individuals, grassroots donors, and corporate sponsors
- Strong grant writing experience with a successful track record of securing foundation or government funding
- Exceptional relationship-building and interpersonal communication skills; confident and warm presence in external meetings
- Experience managing donor data and CRM systems (Bloomerang or similar)
- Ability to work independently, prioritize effectively, and thrive in a small team with a mission-driven culture
- Passion for equity, youth development, and the role of music in social transformation

### Preferred

- Familiarity with El Sistema-inspired programs, community-based music education, or arts with a focus on community impact
- Experience with donor events and multi-channel campaigns

---

### To Apply

Please submit your resume and a short letter of interest outlining your fit for the role to:

[jobs@projectmusic.org](mailto:jobs@projectmusic.org) addressed to the Board of Directors. Applications will be reviewed on a rolling basis until **August 15, 2025**.

Note: Applicants must be legally authorized to work in the United States at the time of hire. PROJECT MUSIC is unable to sponsor visas for this position.