JOB OPPORTUNITY: DEVELOPMENT ASSOCIATE

Organizational Background

At the Harmony Program, music changes lives every day. Through collective music-making, children from under-served communities explore new avenues and realize their full potential.

For over 15 years, the Harmony Program has distinguished itself by serving children in need, reaching them within their own communities, providing them with instruments and intensive, high quality musical training, and helping to develop in them the life skills that support their healthy development -- musically, academically, and socially. The Harmony Program also recruits and trains accomplished musicians as its teachers and provides them with formal professional development training, observation and evaluation, access to a network of their peers, and competitive compensation for their services, with the goal of instilling in them a long-term commitment to community outreach and education.

The Harmony Program is inspired by Venezuela's national youth orchestra system, "El Sistema." Committed to improving society through music, El Sistema has gained international acclaim for the breadth of its reach, the quality of its musicians, and the power of its positive influence on the young lives it touches. In the spirit of El Sistema, the Harmony Program emphasizes the influence of music-making on social development, encourages learning through ensemble playing, fosters a supportive community for program participants and families, and requires of all involved a high degree of commitment to daily music study.

Jobs, Duties, Responsibilities

The Harmony Program seeks a full-time **Development Associate** to generate and oversee the organization's income from corporations, private foundations, and government sources at the local, state, and federal levels. Additional responsibilities will include assisting with the overall processing and tracking of organizational income, helping with planning for Harmony's annual gala, as well as supporting communications efforts.

The priorities for this role include, but are not limited to, the following:

- Manage and maintain the CRM grants and donor database (Salesforce);
- Manage and maintain the development calendar and be able to communicate deadlines and priorities to colleagues;
- Conduct prospect research to identify potential donors;
- Prepare drafts of grant applications, following the specified guidelines for each opportunity, collecting required attachments, and drafting corresponding budgets;
- Process grants and other income, prepare gift receipts/letters, and maintain impeccable records to ensure accuracy for required reporting, e.g. annual report, 990, and audit;
- Track fundraising-related correspondences, including outreach, donor meetings, site visits, grant applications, and gift receipts/acknowledgements;
- Draft and write grant reports in a timely manner, collaborating with colleagues to gather necessary data and information;
- Assist with social media, newsletters, and other marketing initiatives;
- Perform additional job-related duties, as needed.

Requirements

Applicants should have a minimum of 1-2 years of relevant experience, strong computer and database skills (Salesforce or similar experience), effective communication and writing skills, including the ability to work in a collaborative, team-oriented environment, and the ability to produce under deadlines and work independently when necessary.

Applicants should reside (or plan to reside) within a commutable distance to the Harmony Program's office which is located in Midtown Manhattan. They should be able to perform office work during regular business hours of 9:00am-5:00pm Monday through Friday.

Applicants must have the following qualifications:

- Bachelor's Degree;
- At least three years of experience in the area of institutional giving;
- Proficiency with CRM databases (e.g. Salesforce, Raiser's Edge or DonorPerfect);
- Exceptional organizational and project management skills;
- Strong communication and writing skills;
- An ability to work efficiently, both independently and collaboratively;
- Solid computer skills, including CRM (Salesforce), Microsoft Word, Microsoft Excel, and PowerPoint (experience with Adobe Premier Pro or similar preferred but not required);
- A positive, and professional demeanor, and a desire to grow professionally.

This is a full-time salaried position based in New York City. The annual salary range is $55,000 - $60,000 per year, depending on experience and expertise.

To Apply

COVER LETTER REQUIRED. Interested candidates should **email a cover letter and resume to jgarcia@harmonyprogram.org**. Please include "Development Manager" in the subject of your e-mail.