



Title: Grants & Major Gifts Manager

Position Description

Reporting to the Chief Advancement Officer, the Grants & Major Gifts Manager will be responsible for identifying institutional grant opportunities, drafting proposals, and reporting on stewardship. This role will also provide strategic prospect research, fundraising analysis, and operational support for major gift (\$5K+) donors. Over time, the position could grow to include front-line fundraising opportunities as well.

Status: Regular full-time (40 hours/week), salaried, exempt

Schedule: Hybrid, Monday - Friday, occasional evening hours with advance notice

Reports to: Chief Advancement Officer

Responsibilities

Institutional Funding (50%)

- Manage the writing and submission of 60+ funding proposals and grant applications annually
- Submit a minimum of 30 grant reports annually, persuasively attesting to the impact of CMCB's work
- Manage various non-written media for reports and applications, such as financial documentation, work samples, letters of support, and similar
- Maintain a comprehensive calendar of grant deadlines, submissions, and reports, following set internal communication and collaboration processes to share requisite submission materials with CMCB colleagues
- Keep up-to-date lists of foundation staff, program officers, and civic leaders in support of stewardship and cultivation of influential decision-makers
- Maintain a dashboard of funder requirements and reporting milestones in tandem with the Programs team
- Manage contracting, award letters, and clerical requirements for institutional grants
- Manage youth employees to help support the above

Prospect Research & Fundraising Analysis (25%)

- Conduct prospect research, maintaining confidentiality, and prepare informational briefs for CMCB's senior staff, on major donors, community stakeholders, elected officials, and philanthropic prospects



- Produce concise, informative materials on current fundraising totals, upcoming opportunities, and forecasts of future fundraising for CMCB senior staff and Board-level committees
- Support Chief Advancement Officer in identifying major gift prospects and/or Board and Corporation nominees
- Collaborate with the Programs team on metrics and reporting, following a mantra of “measure what we value so that funders value what we measure”

Major Gifts Strategy & Operations (25%)

- Work with Development & Events Coordinator to oversee administrative work such as data entry, prospect research, and database management
- Ensure clear and effective database entry and administration, on donors, prospects, and community leaders—a bedrock of the department’s strategic decision-making
- Make effective gift strategy and stewardship recommendations through skilled management of large amounts of information about donors and prospects
- Draft and manage gift agree letters and bequest documentation
- Process incoming gifts to CMCB, including checks, credit cards, wire transfers, stock gifts, in-kind donations, etc.
- Promptly create appropriately personalized acknowledgment letters (or manage youth employees to do so)
- Work alongside the rest of the Advancement team to support a warm, outgoing, and positive patron and donor experience

Other

- Other responsibilities as assigned

Essential

- Strong prior experience in grant-writing or institutional fundraising
- Understanding of current best practices in grantseeking and prospect research (for institutions and individuals)
- Prior experience and/or deep interest in community based development
- Well-developed lens and writing style that lends itself to advocacy for learner-centered and culturally inclusive arts education
- Demonstrated ability to generate compelling written documents and presentation materials
- Ability to handle confidential materials with discretion
- Strong project management skills with the ability to work well against deadlines



- Ability to draw conclusions from evidence and gather information that can validate or inform decisions
- Adept at working and thriving in a culturally diverse environment with a commitment to diversity, equity, and inclusion
- Ability to work independently and make educated recommendations about the best course of action, even when not every piece of information is readily available
- Strong interpersonal skills and an excitement to work across teams and departments to lead and/or participate in a variety of projects
- Fluency and confidence in Microsoft Office and Google Suite software
- Must be authorized to work for ANY employer in the U.S as CMCB is unable to sponsor or take over sponsorship of an employment visa at this time

Preferred

- Previous experience with a donor database software (Raiser's Edge, Bloomerang, etc)
- Previous experience in graphic design softwares like Canva or Adobe Suite
- Previous supervisory experience and/or experience in youth development
- Fundraising experience in an arts education or community development setting
- Oral or written fluency in a second language commonly spoken by families in CMCB's student body (Mandarin, Cantonese, Spanish, Haitian, Vietnamese, etc) is highly desirable

Physical Demands

The duties of this position are performed indoors in a business/office setting. The noise level in the work environment is usually moderate during active programming hours and minimal otherwise. While performing the duties of this job, the employee must be able to remain in a stationary position 50-75% of the time. They will need to constantly operate a computer and other office productivity machinery. The person in this position frequently communicates verbally with internal and external constituents and must be able to exchange accurate information in these situations. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.



External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

ABOUT COMMUNITY MUSIC CENTER OF BOSTON

Community Music Center of Boston is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 2,500 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-responsive musical instruction for one of the most diverse school districts in the nation. CMCB's Community Music School Division offers lessons, group classes, ensembles, and early childhood programming at our headquarters in Boston's South End. Our Community Engagement Programs operate in partnership with a dozen public schools, a dozen social service agencies, and a variety of community centers, housing developments, and charter schools, supporting programs throughout virtually every neighborhood in Boston, in-school, after-school, and in the summer.

Community Music Center of Boston is committed to recruiting and fostering a diverse community of staff and students and is proud to be an **Equal Opportunity Employer**. BIPOC individuals, LGBTQIA+ individuals, and members of other historically disenfranchised and marginalized populations are strongly encouraged to apply.