

Who we are:

The Roots of Music is an afterschool program offering music education for over 200 K-12 students across New Orleans. Our flagship program, the Marching Crusaders Band, serves kids ages 9-14 from low-income households and provides them with hot meals and round-trip transportation to reduce common barriers to participation. Five days a week, 12 months a year, our program delivers over 2,500 hours of music education and academic tutoring, over 30,400 nutritious hot meals, and 1,400 bus journeys. Founded in 2007 by Derrick Tabb, our campus is in the historic Gentilly neighborhood in New Orleans.

What we're looking for:

The Roots of Music (TROM) is searching for a Fundraising and Events Manager responsible for managing and implementing a robust fundraising strategy to ensure TROM meets its financial goals. The role includes overseeing all fundraising activities, managing individual donor relationships, and managing all events. The Fundraising and Events Manager will collaborate with the COO, Executive Director (ED), and the development consulting firm (as needed) to align fundraising initiatives with TROM's development vision and strategic goals.

Essential Duties and Responsibilities:**Fundraising Strategy and Management**

- Develops and implements an annual fundraising plan to secure funding from fundraising events, TROM program performances/gigs and individual donors.
- Oversees and directs all fundraising activities, including events and assisting development consulting firm in special campaigns, i.e. Giving Tuesday, GiveNOLA Day, etc.
- Manages and evaluates the effectiveness of fundraising strategies; analyzes results and adjusts tactics as needed to meet goals.
- Maintains accurate donor records and tracks fundraising activities in the CRM.
- Ensures efficient gift processing, acknowledgments, and recognition.
- Collaborates with the Bookkeeper and COO to ensure proper financial tracking and reporting of fundraising and development activities.

Donor and Funder Cultivation

- Identifies, cultivates, and manages a portfolio of individual donors.
- Organizes, attends, and follows up on individual donor meetings, supporting the COO, ED, and Board with preparation and strategy.
- Provides stewardship to educate, cultivate, and retain donors, ensuring alignment with TROM's development and strategic priorities.

Event Management

- Oversees TROM's fundraising events, including the annual gala, Roots on the Road, onsite events and giving days. In addition to partnering with the program team in execution of TROM's onsite events, including Crusader concerts.
- Manages logistics for events:
 - Coordination of menus, decor and entertainment
 - Creating a schedule of activities for staff to follow during events
 - Communicating with vendors and suppliers
 - Managing the event budget
 - Handling problems that arise during the event
 - Overseeing servers, kitchen staff, cleaning crews and other workers (as required)
 - Ensuring the event complies with insurance, health and safety standards

Communications and External Engagement

- Works alongside the development consulting firm to align development messaging with external communications, including newsletters, social media, solicitation materials, events and program updates.
- Serves as a spokesperson for TROM at fundraising meetings, Crusader performances, and public engagements as needed.
- Capture content and supplement content via a posting platform to maintain a robust rhythm for visibility, in coordination with Marketing team..
- Accompany TROM on performances and gigs, as scheduled and available, to ensure content capture for posting. Schedule accordingly with the Marketing team. Work with performance contacts on fundraising opportunities.

Board Support

- Supports the Board of Directors with fundraising strategy, prospect research, and donor engagement activities.
- Provides regular updates to the Board on fundraising progress and goals.

Qualifications and Education Requirements:

- Alignment with the mission and vision of The Roots of Music; ability to communicate these elements to a broad array of constituents.
- BA required.
- A minimum of 3 years fundraising and events experience in a nonprofit or arts organization is required.
- Computer skills including working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience with database management, Bloomerang (CRM) system preferred.
- Strong written and verbal communication skills.
- Strong interpersonal skills with the ability to lead, communicate with, and establish rapport with members of a diverse population.
- Demonstrated ability to receive and hold confidential information and establish trust with staff, colleagues, donors, and volunteers.
- Demonstrated ability to organize complex information, use confidential data base systems containing donor information, and apply reason and analytical skills to fulfillment of goals.
- Must be able and willing to undertake occasional travel (not more than 10%).
- Does not hold outside personal or business interests that might conflict with the goals and objectives of The Roots of Music.
- Must be available to work on a regular Monday-Friday schedule with occasional travel, weekend events or meetings, and early morning, evening, and weekend availability as needed to meet the goals and objectives of The Roots of Music's fundraising plan.

Work Hour Requirements:

- In-person and full-time.
- Regular, dependable attendance, and punctuality.

Physical Demands:

- This position involves regular walking, standing, sitting for extended periods of time, hearing, and talking.
- May occasionally involve stooping, kneeling, or crouching.

- May involve close vision, color vision, depth perception, focus adjustment, and viewing a computer monitor for extended periods of time.
- Involves manual dexterity for using a keyboard, mouse, and other office equipment.

Benefits:

- Full time
- Medical, dental, and vision insurance
- Annual bonus potential
- Paid time off
- Opportunity to make a difference in the lives of young people in New Orleans

**This job description is not all-inclusive. The Roots of Music reserves the right to amend this job description at any time. The Roots of Music is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.