

El Sistema USA

Development Manager

Status: Part-Time W2 Employee, 20 hours per week

Reports to: Executive Director

Location: Remote — open to candidates anywhere in the United States

Compensation: \$35,000–\$40,000 annually (part-time)

Start Date: September 2026

Organizational Summary

El Sistema USA (ESUSA) works to ensure every child has access to high-quality music education that celebrates their voice and potential by building a national network of member organizations and educators. With 150 member programs serving 30,000 students, we support our network with professional development, data collection, student leadership programs, and granting. Our model emphasizes high-quality music education, equity & access, and holistic impact.

Position Summary

The Development Manager is a part-time remote role responsible for supporting El Sistema USA's fundraising operations and strategy. Reporting directly to the Executive Director, this position provides essential support across gift tracking, donor stewardship, annual campaigns, and donor relationship building.

The Development Manager will manage the day-to-day systems that keep ESUSA's development work running smoothly while also supporting the growth of ESUSA's donor community at every level.

The ideal candidate brings experience in nonprofit development, strong organizational skills, and a genuine commitment to ESUSA's mission of expanding equitable access to high-quality music education for all children.

Responsibilities

Donor Cultivation & Growth

- In collaboration with the Executive Director, strengthen and develop El Sistema USA fundraising strategy
- Support the Executive Director in major gift cultivation activities, including prospect research, meeting preparation, and follow-up
- Lead and manage donor cultivation events and relationship-building activities across ESUSA's network
- Grow El Sistema USA giving base and reach, including monthly giving circle and low to mid level donors.
- Identify opportunities to upgrade and retain existing donors

Gift Tracking & Stewardship

- Maintain and grow a gift stewardship program that keeps donors informed, appreciated, and engaged with ESUSA's work

- In collaboration with the ESUSA staff, oversee day-to-day gift processing, acknowledgment, and recordkeeping in ESUSA's donor CRM, ensuring accuracy and timeliness
- Produce regular donor and gift reports to support organizational decision-making

Campaigns & Communications

- Craft compelling donor messaging and coordinate with Communications Manager to ensure consistent messaging across all platforms and public communications
- Collaborate with ESUSA's design staff to develop engaging development assets — appeals, donor reports, and cultivation materials — that reflect ESUSA's brand and mission
- Plan and manage annual email and direct mail fundraising campaigns from concept through execution
- Maintain a campaign calendar and track performance metrics to inform ongoing strategy
- Develop and manage a solicitation calendar with multi-channel strategy (examples: email, direct mail, social media)

Qualifications

Strong candidates will demonstrate:

- 5+ years of experience in nonprofit fundraising, development, or a closely related role
- Excellent written and verbal communication skills, with the ability to represent ESUSA professionally across diverse constituencies
- Experience planning and executing direct mail and/or digital fundraising campaigns
- Demonstrated experience with a donor CRM platform (e.g., DonorPerfect, Salesforce, Bloomerang, or similar), with the ability to leverage data to strengthen donor relationships and inform strategy
- Comfort with interacting with donors and partners
- Experience supporting major gift programs or executive-level donor cultivation a plus
- Ability to work independently and with initiative in a fully remote environment
- A passion for equitable and high-quality music education

Work Environment and Benefits:

- Flexible remote work hours with possible travel for ESUSA events
- Paid holidays, vacation, sick leave
- Employee retirement match

How to Apply:

- Please submit a cover letter (one page max) and resume to jobs@elsistemausa.org by **August 14, 2026**.