



## **Position Announcement Grant Programs Associate**

### **About Chamber Music America:**

Founded in 1977, Chamber Music America (CMA) is the national network for the small ensemble music profession. CMA defines chamber music as music composed for small ensembles, with one musician per part, generally performed without a conductor. CMA encompasses multiple styles of music spanning historic, contemporary, Western European, non-Western, and folkloric genres. The organization serves a membership of ensembles, concert presenters, festivals, training institutions, individual musicians, educators, composers, music businesses, and chamber music enthusiasts. CMA develops, strengthens, and advocates for this increasingly diverse constituency through funding opportunities for the field; community-building events and conferences; extensive professional development resources; and introducing the music of our members to new audiences.

### **Position Summary: Grant Programs Associate- Full Time, Exempt**

CMA seeks a professional to assist its Director of Grant Programs in executing the organization's six funding programs, which support the commissioning and performance of ensemble music and the development of CMA's artist and presenter communities. A new position, the Grant Programs Associate will maintain and optimize grantmaking data systems, processes, and procedures while supporting strategic development priorities ensuring CMA's continued grantmaking work.

*This is primarily a remote position. Attendance is required for select meetings, events, gatherings, and the CMA national conference in New York City. On-site dates will be pre-determined.*

### **Responsibilities:**

- Grants programs administration:
  - Effectively communicate the history, objectives, programs, and financial needs of the organization
  - Collaborate with the Director of Grant Programs and cross-functional teams on the maintenance and development of CMA's grant systems
  - Collaborate with the Director of Grant Programs and the grant programs team to assess, maintain, develop, and execute CMA's strategic grantmaking process to support internal staff, potential applicants, and grantees
  - Track grant payments and interim and final report dates for CMA's granting programs
  - Provide technical support to grantees and internal staff on CMA's granting programs.
  
- Information management:
  - Track grant cycles through a calendar and meet deadlines
  - Maintain organized and clear records of all grant-related documents
  - Monitor, track, and format data and statistics for use in grant proposals and reports.

- Other:
  - Support special projects such as the CMA National Conference and other events
  - Other support tasks as assigned.

### **Experience**

- 1-3 years experience demonstrating strong operational, process improvement, project management skills in a professional setting

### **Qualifications:**

- Excellent interpersonal communication skills, written, oral, and over Zoom
- Proficiency in Microsoft Office, Excel, PowerPoint, Teams, and Zoom
- Effective time management skills with an ability to manage multiple deadlines at the same time
- Ability to work collaboratively as well as independently
- Responsive and supportive to internal team members and CMA's constituents
- Ability to continually follow-up on existing projects and proactively ensure successful project completion
- Experience working with BIPOC communities and demonstrated ability to reflect and promote CMA's values and commitments to diversity, equity, and inclusion
- Access to technology to work remotely
- Experience with jazz music, working with artists, and/or musicians, a plus
- Experience with Submittable grant management software, a plus
- Spanish-speaking skills, a plus.

### **Start Date:**

- Immediate: We are looking to fill this position quickly. We hope to have an offer out to the right candidate in December 2022.

### **Compensation and Benefits:**

- Compensation: \$40K to \$45K
- Employee benefits include health insurance, a 403b retirement plan, paid vacation, personal days, & federal time off
- CMA's hours are primarily Monday through Thursday, 9-5 with exceptions for special project deadlines and meetings

To apply, email the following to [jfeliciano@chambermusicamerica.org](mailto:jfeliciano@chambermusicamerica.org) with "Grant Programs Associate" in the subject line. Please provide a cover letter indicating how your skills and experience meet the qualifications for the position. In addition, please include your resume and a recent writing sample.

No phone calls, please. You will be contacted should an interview be required.

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CMA embraces diversity in all forms and is committed to providing an equitable and inclusive environment for all staff, musicians, grantees, and community members. CMA is proud to be an equal opportunity employer that strongly believes that diversity of backgrounds, experiences, and perspectives is essential to our success. We strive to create and sustain an equitable and inclusive environment for all our employees. CMA does not discriminate on the basis of any protected status under federal, state, or local law. We encourage individuals of all identities and abilities to apply.