



Position Announcement

Development Associate

About Chamber Music America:

Chamber Music America (CMA) is the national network for the small ensemble music profession. Founded in 1977, 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: Development Associate - Full Time, Exempt

CMA seeks an experienced cultivation professional in the area of grant writing to join its Development team. Reporting to the Associate Director of Development, the Development Associate is responsible for writing grant proposals and reports as well as assisting in other development writing projects and various cultivation events. The ideal candidate will have an interest in arts nonprofits, development, and giving programs. The Development Associate is a new full-time position that will play an instrumental role in maintaining CMA's portfolio of foundation and government funders, while supporting the organization's growth and diversification of funding sources.

Responsibilities:

- Grant writing:
 - Prepare grant proposals and supporting documents based on current and prospective institutional funders' requirements
 - Draft and maintain templates for grant proposals that demonstrate consistency in high-quality standards, clarity, and tone
 - Effectively communicate the history, objectives, programs, and financial needs of the organization
 - Track grant cycles through a calendar and meet deadlines
 - Maintain organized and clear records of all grant-related documents
 - Coordinate with staff to prepare and obtain all necessary information for grant applications and reports
 - In collaboration with the Grant Programs department, coordinate monitoring and tracking of institutional funders' requirements for data tracking and reporting purposes
 - Respond to internal queries on drafted and submitted proposals

- Research grant opportunities from foundations and government agencies, as well as corporations, to determine if they are a good fit for the organization
- Other:
 - Support special projects such as cultivation events
 - Other development support tasks as assigned

Experience

- 1-3 years' experience in grant writing or comparable transferable skills acquired in a professional setting preferred.

Qualifications:

- Excellent writing and communication skills
- Proficiency in Microsoft Office and Excel
- Effective time management skills with an ability to manage multiple deadlines
- Ability to work collaboratively as well as independently
- Detail- and deadline-oriented

Start Date:

- Immediate: We hope to find the right candidate by the end of calendar year 2022

Compensation and Benefits:

- Compensation: \$40,000-45,000
- Employee benefits include health insurance, a 403b retirement plan, paid vacation, federal time off, and more as our organization grows
- This is a remote position but attendance to select meetings, events, and the CMA National Conference in New York City is strongly encouraged

To apply, email Erica Murase at emurase@chambermusicamerica.org with "Development Associate" in the subject line. Please provide your resume, a cover letter indicating how your skills and experience meet the qualifications for the position, and a recent writing sample.

Candidates will be contacted directly should an interview be required.

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.