



OPEN POSITION

Position: Development Associate
Reports to: Executive Director
Salary: Commensurate with Experience
Benefits: Health insurance and paid vacation time
Status: Full time with flexible work hours
Location: Cleveland, Ohio, with remote work hours available

About the Cleveland Classical Guitar Society

[Cleveland Classical Guitar Society](#) (CCGS) is dedicated to serving the Northeast Ohio region (and beyond) with its mission to “Teach, Inspire, Connect.” CCGS Education provides life-changing experiences for one of Northeast Ohio’s most vulnerable populations: youth from the City of Cleveland. Paying for lessons and instruments is cost-prohibitive for the majority of students residing in the city, representing the largest barrier to learning an instrument. [CCGS Education](#) is free to students, including instruction and guitars. In Fall 2019, over 575 students participated in guitar classes at fourteen site locations throughout Cleveland. CCGS also presents the [International Series](#), one of the finest such concert series in the country, with six concerts per year featuring the world’s greatest classical guitarists. All International Series performers work with CCGS students in outreach performances, lessons, or masterclasses. Find out more at [cleguitar.org](#).

Development Associate Position

CCGS seeks a dedicated, resourceful, innovative, and organized person to write grant proposals and connect with potential funders with the goal of increasing funding for the organization. The Development Associate will be responsible for crafting high-quality grant proposal narratives, researching grant opportunities, organizing all applications and reports, managing the organization’s Annual Fund, and providing assistance for staff on other projects for the organization. Additionally, the Development Associate will collaborate with CCGS staff members on a variety of projects including the major concert events that are produced each year, and fulfill other duties for the organization as needed.

Responsibilities:

- Writing high-quality grant proposal narratives, applications, and supporting documents
- Following up on all submitted proposals, including interim and final reports
- Developing and maintaining a Grants Calendar of LOIs, applications, and interim/final reports
- Conducting research to identify, cultivate, and solicit new funding opportunities
- Developing an annual grants strategy
- Managing the Annual Fund and individual donors program
- Assisting with event planning for the 6-7 major concert events each year
- Collaborating with staff on projects, and fulfilling other duties for the organization as needed

The ideal candidate will possess the following qualities and skills:

- Bachelor's degree or higher
- Two to five years of experience in grant writing and fund development
- Strong writing and organizational skills
- Proven research ability
- Experience using Microsoft Office products: Word, Excel, PowerPoint, and Outlook
- A passion for CCGS's mission

To apply: Please submit a cover letter, resume, and sample(s) of grant writing to Jessica Peek Sherwood, Director of Operations, info@cleguitar.org. Finalists will be asked to provide three references. CCGS is an equal opportunity employer and is committed to creating a diverse environment. Candidate evaluation will begin April 16, 2020 and continue until filled. Rolling deadline.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION.