



## OPEN POSITION, DEVELOPMENT ASSOCIATE

Cleveland Classical Guitar Society (CCGS) is hiring a **Development Associate** who is a core part of the CCGS team and will help to bring the organization and its community impact to the next level.

To apply for the position, please send an email to Erik Mann, Executive Director, at [info@cleguitar.org](mailto:info@cleguitar.org). The subject line should read "Development Associate Position". Your email should include a C.V. or resume, a cover letter which gives examples of your relevant experience and describes your interest in this position, and 1-3 samples of your grant writing. You can email with questions about the position as well. Review of candidates will begin November 10, 2021, with an approximate start date of January 3, 2022.

The Development Associate's most important duty is grant writing. They should be prepared to write 16-24 applications a year, as well as follow up reports and other related items. Other duties include: managing the donor database, expanding CCGS's funding base through donor appeals, researching new grants, and managing partner school contracts and invoices. Additional administrative work will be assigned.

The candidate must have their own office space with reliable internet. CCGS provides a computer and other equipment. This job is primarily remote; however it does require attending and assisting at events, visiting classes for grants research purposes, and other in-person work and activities as needed. Salary range is \$38,000 to \$50,000 based on work experience, with health insurance available.



## About Cleveland Classical Guitar Society

Cleveland Classical Guitar Society ([CCGS](#)) is a 501(c)3 nonprofit organization founded on the belief that music can create positive social change. CCGS is dedicated to providing life-changing opportunities for students in the City of Cleveland through the [Education Program](#), affording them an outlet to express themselves, think creatively, and realize their potential in music, school, and beyond. The [International Series](#) has established itself as one of the finest series in the country, presenting a roster of internationally renowned artists. Guitarists in the greater community of all ages and abilities are encouraged through events such as open recitals, masterclasses, and guitar orchestras. CCGS has made a big impact on the field by commissioning new works by underrepresented composers, such as through [Creative Fusion](#). CCGS's mission is:

### **TEACH, INSPIRE, CONNECT**

**TEACH** – CCGS creates life-changing experiences for Cleveland's kids.

**INSPIRE** – CCGS presents the world's greatest performers.

**CONNECT** – CCGS provides meaningful connections between people.



**Job Title:** Development Associate  
**Reports to (Title):** Executive Director  
**FLSA Status:** Exempt  
**Salary range:** \$38,000-\$50,000, based on experience  
**Benefits:** Health insurance

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**Job Summary:** The Development Associate is responsible for crafting high-quality grant proposal narratives, researching grant opportunities, organizing all applications and reports, managing the organization's Annual Fund, managing partner school contracts and invoices, doing a portion of the administrative work, and providing assistance to staff on other projects for the organization.

**Salary range:** \$38,000-\$50,000, based on experience.

**Essential Functions:**

**Grants and donor cultivation:**

- Create high-quality grant proposal narratives and supporting documents.
- Develop and maintain a Grants Calendar of LOIs, applications, and interim/final reports.
- Follow up on all submitted proposals, including interim and final reports.
- Conduct research to identify, cultivate, and solicit new funding opportunities.
- Manage the Annual Fund and renewals for individual donors program, tracking donation data, and sending tax deduction letters and thank you notes.

**Other**

- Create proposals for contracts for partner schools.
- Create invoices for partner schools; send and follow up on invoices.
- Attend concerts and other major events to represent the organization, interact with patrons, and cultivate interest in supporting CCGS financially; assist with event logistics as needed.
- Collaborate with CCGS staff members on a variety of projects, and fulfill other duties for the organization as needed.
- Serve on one board committees (typically the Development Committee).

**Job Requirements:**

- 2+ years of experience in grant writing, fund development, education and/or marketing/public relations.



- Exceptional writing and proofreading skills.
- Ability to write 16-24 grants per year.
- Excellent organizational skills with a strong attention to detail.
- Proven research ability.
- Proficiency in using and collaborating through Google Workplace (at minimum Google Docs and Sheets).
- Experience with Little Green Light or other donor database.
- Availability on some weekends and evenings to attend and assist with all major, and some minor, events.
- Background in, or knowledge of, classical music and K-12 education preferred but not required.
- Ability to work independently, take initiative, and prioritize.
- Must be able to work long hours with a computer.
- A passion for CCGS's mission.

**Supervisory Responsibilities:** No positions supervised.

**Working Conditions / Physical Demands:** General office environment, must be able to utilize a phone, computer and screen and other office equipment. While performing the duties of the job, the employee is frequently required to sit; talk; or hear and occasionally stand, walk, reach, stoop, or kneel. Must be able to occasionally lift up to 25 pounds. Must be able to travel locally to sites and programs.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

Cleveland Classical Guitar Society is an equal opportunity employer, and does not discriminate based on race, religion, sex, sexual orientation, gender identity, age, national origin or ancestry, citizenship status, physical or mental disability, genetic information, veteran status, uniformed servicemember status, or any other status protected by federal, state or local law.

Rev. 11/8/21