

Job Title: Development Associate

Location: Boston, MA (Hybrid)

Reports to: Director of Development & Marketing

Position Type: Full-time (hybrid in-person and remote position)

About Project STEP:

Project STEP (String Training Education Program) is a non-profit organization dedicated to providing the highest quality music education for underrepresented communities in classical music.

Mission:

Project STEP (String Training Education Program) champions equitable access to comprehensive music education for students from racial and ethnic backgrounds underrepresented in Western classical music.

We acknowledge and address the unique challenges that Black and Latino students can face as we nurture all of our students' musical growth.

Impact Statement:

Our students become well-rounded individuals who are empowered to pursue their goals and dreams within and beyond music, serving as role models for young people, especially Black and Latino youth.

Our students' families benefit from a life-long support system as they navigate the field of classical music.

The Greater Boston community embraces and benefits from a more diverse and accessible field of Western classical music.

The field of Western classical music becomes more accessible and relevant.

Values:

Community

Collaboration

Excellenc

We strive to provide student-centered support by cultivating community, collaboration, and student excellence through music.

Position Summary:

Project STEP seeks a dynamic and detail-oriented Development Associate to support our fundraising efforts. The Development Associate will work closely with the Director of

Development & Marketing to advance Project STEP's mission by managing donor relations, coordinating fundraising activities, and supporting grant writing and reporting. This role is ideal for someone passionate about arts education, diversity, and community impact.

Key Responsibilities:

1. Donor Relations and Stewardship

- Ensure accurate and up-to-date records in our CRM system, Network for Good. Project STEP provides training for the Network for Good database.
- Donor data and wealth research through Project STEP's CRM.
- Prepare donor acknowledgment letters, thank-you notes, and other correspondence as needed.
- Assist in developing and maintaining relationships with your assigned portfolio of individual donors, foundations, and corporate partners. \Coordinate donor stewardship and cultivation events and activities.

2. Fundraising and Events

- Assist in planning and executing fundraising events, including annual galas, benefit concerts, and donor receptions.
- Support annual fundraising campaigns, including direct mail, online giving, and special appeals.
- Conduct prospect research to identify potential new donors and funding opportunities.
- Recruit, train, and manage volunteers for fundraising events and campaigns.
- Assist in securing corporate sponsorships and in-kind donations for events.

3. Grant Support

- Assist in drafting and submitting grant proposals and reports.
- Monitor grant requirements and ensure timely submission of all necessary reports and documentation.
- Conduct research on potential grant opportunities and funding trends.

4. Communications and Marketing

- Assist in developing content for social media and email campaigns – specific to development.
- Contribute to the production of the monthly e-newsletter and other marketing materials.
- Assist in maintaining and updating fundraising content on the Project STEP website.

- Develop compelling stories and case studies to highlight the impact of Project STEP's work for use in marketing and fundraising materials.
- Ensure all communications adhere to Project STEP's brand guidelines and messaging strategy.

5. Administrative Support

- Prepare regular fundraising reports for the Director of Development and Marketing and Board of Directors
- Assist in scheduling and coordinating quarterly Development Committee meetings, including agenda preparation and minute-taking.
- Assist in monitoring the development budget and tracking expenses related to fundraising activities.
- Analyze fundraising data and trends to support strategic planning and decision-making.
- Participate in internal staff meetings, development meetings, and other meetings as they are scheduled.
- Participate in online webinars and in-person networking events and share your experience with the Project STEP team.
- Tell us! - Ask questions and communicate ideas. We are a team and all learn from each other.

Qualifications:

- Education: Bachelor's degree in a relevant field (e.g., Communications, Arts Administration, Nonprofit Management).
- Experience: 1-2 years of experience in nonprofit development, fundraising, or a related field.

Position Requirements:

- Excellent Communication: Strong written and verbal communication skills.
- Attention to Detail: High level of accuracy in preparing materials.
- Organizational Skills: Ability to manage multiple projects and deadlines.
- Technical Skills: Proficiency with CRM systems (e.g., Salesforce), Microsoft Office Suite, and social media platforms.
- Attributes: Self-motivated, proactive, and able to work both independently and as part of a team.
- Passion: Commitment to Project STEP's mission of advancing diversity in classical music.
- Ability to work evenings and weekends as needed for events, concerts and other activities

Additional Information:

Direct Reporting: this position reports to the Director of Development and Marketing.

Work Environment: This position operates in a hybrid (in-person and virtual) capacity as needed. Offices are located at Symphony Hall (301 Mass Ave. Boston, MA)

Work Hours: Full Time Exempt 35 – 40 hour work week. Flexible work-hours and location. Occasional in-person evening and weekday/weekend hours as needed.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This person in this role frequently moves equipment weighing up to 25 pounds for various class and event needs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change with appropriate notice to the employee.

Start Date: October 1st (flexible)

Compensation: \$60,000 annually

Benefits:

- Healthcare Coverage
- Generous Paid Time Off
- Simple IRA with Employer Match
- Flexible Work Environment and Schedule
- Paid Professional Development and Networking Opportunities

How to Apply:

Interested candidates should submit a cover letter, resume, and contact information for three references to Josué González josue@projectstep.org. Please include “Development Associate Application” in the subject line.

Applications will be reviewed on a rolling basis until the position is filled.

Project STEP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.