



fine arts chamber players
a community of music

OUR MISSION

to enrich and enhance the quality of life for North Texans especially families and children, through free concerts of classical music and educational activities

DETAILS

20 hours a week, M - F
with occasional weekend hours
(see "Position Description")
*exact schedule TBD between
Exec. Director & Dev't Associate*

TO APPLY

DEADLINE: December 18, 2018

Send resume and cover letter to
Executive Director Emily Guthrie
emily@fineartschamberplayers.org

EEO STATEMENT

FACP is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

DEVELOPMENT ASSOCIATE

PART-TIME

POSITION DESCRIPTION

FACP produces free classical music concerts and oversees free music education programs. **Since all our programs are free of charge, raising funds is crucial to our success.**

The Development Associate will work in tandem with the Executive Director to **reach fundraising goals for the organization, particularly in regard to grant writing.** The Associate will also aid the office with other development projects (i.e. letter-writing appeals, special events).

A key component of every staff position at FACP is being present at and hosting our public concerts: monthly Saturday afternoon concerts from October - May (excluding December), and weekly Sunday afternoon concerts in the month of July. All concerts are in the Dallas Arts District.

PRIMARY REPOSIBILITIES

- Manage grant application process for FACP
- Create and maintain boilerplate verbiage for grant applications
- Maintain grant and reporting deadlines calendar for office
- Research funding opportunities and apply to known and new funding sources
- Draft, implement an internal FACP stylebook
- Assist Executive Director with other office tasks, such as tracking education programs' services (attendance, etc.) which is needed for grant reporting purposes

QUALIFICATIONS

- Bachelor's degree in a field of study related to job role
- Minimum 2 years in nonprofit development or writing/editing experience
- Ability to work independently under deadline
- Proficiency in Microsoft Office Suite
- Highly organized with acute attention to detail
- Excellent oral and written communications skills
- Familiarity with prospect research tools
- Knowledge of nonprofit practices and protocols
- Good people skills
- Desire to make a difference in your community
- Positive attitude, gift for flexibility, and be prepared to be a team player!