



Los Angeles Music and Art School

Los Angeles Music and Art School Development Manager

Location: Los Angeles, CA (Hybrid)

Reports To: Executive Director

Position Type: Part-Time (20-24 hrs/week)

Reports to: Executive Director

Compensation: \$33-35/hour

About Us

The Los Angeles Music and Art School (LAMusArt) is a 501(c)(3) nonprofit arts organization whose mission is to offer the community of East Los Angeles, primarily its K-12 population, equitable and affordable access to multidisciplinary arts education programs and performance opportunities so students are afforded the skills and tools needed for success, regardless of gender, ethnicity, ability or socio-economic status. Since 1945, LAMusArt has remained dedicated to the provision of free and/or low-cost high quality, sequential arts instruction in music, art, dance and drama so that our majority Hispanic/Latino community has the means to experience creative achievement, collaboration and expression year round. Our diverse programs are designed to foster a creative community that embraces culture and values arts education as an integral part of a child's development.

We are seeking a passionate and strategic **Development Manager** to help grow our fundraising efforts, specifically our individual giving, and support the sustainability of our mission.

Position Overview

The **Development Manager** will play a key role in advancing the organization's fundraising strategy, ensuring the growth of philanthropic support for our programs. This position will work closely with the Executive Director, Grant Writer, Communications Coordinator and Board of Directors to execute development activities/events, build relationships with donors, and increase revenue through individual, corporate, and foundation giving. The ideal candidate is a proactive self-starter with strong communication skills, a knowledge of and passion for the arts and arts education, and experience in nonprofit fundraising.

Key Responsibilities

- **Fundraising & Donor Relations**
 - Manage a portfolio of individual, corporate, and foundation donors, ensuring meaningful engagement and stewardship.

- Cultivate and solicit new and existing donors to meet fundraising goals.
 - Coordinate and execute donor events, outreach campaigns, and stewardship activities.
 - Assist in writing grant proposals and reports, ensuring timely submission and follow-up.
 - Assist in donor communications like acknowledgement letters, e-blast messaging and campaign copy.
- **Campaign Development & Strategy**
 - Collaborate with the Executive Director to create and implement an annual fundraising plan inclusive of an individual giving plan, an institutional giving plan and an events calendar.
 - Help develop and manage fundraising campaigns (e.g., annual giving, year-end appeals).
 - Analyze and track campaign effectiveness, making recommendations and real-time adjustments for improvements.
- **Database Management & Reporting**
 - Oversee donor database management, ensuring accurate and up-to-date records.
 - Run reports on donor history and donor profiles.
 - Provide regular reports on fundraising progress to the Executive Director, Business Manager, and Board of Directors.
 - Use data to track donor trends and identify potential areas for growth.
 - Identify new donors and new institutional funding.
- **Marketing & Communications**
 - Assist in creating content for fundraising materials, newsletters, and social media platforms.
 - Support marketing efforts by drafting press releases, donor spotlights, and fundraising updates.
 - Help strengthen the organization's brand and message through various communication channels in partnership with the Communications Coordinator.

Required Qualifications

- Bachelor's degree or equivalent experience in nonprofit management, arts administration, development/advancement or related field.
- 2+ years of experience in nonprofit fundraising, development, or donor relations (preferably in arts or education sectors).
- Very strong written and verbal communication skills.
- Experience with donor management software, Microsoft Suite (Excel especially), box office software, and Google Suite.
- Knowledge of fundraising strategies and experience in executing successful campaigns as well fundraising events (both free and ticketed).
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Passion for the arts and a commitment to supporting arts education.
- Experience in serving underinvested in communities.

Desired Skills/Experience

- Experience working in a small, mission-driven organization.
 - Familiarity with fundraising trends in arts education and the general nonprofit landscape of Los Angeles and California.
 - Graphic design or digital media skills (e.g., Canva, Adobe Suite) are a plus.
 - Ability to speak Spanish is a plus.
 - Experience working on peer-to-peer campaigns and/or capital campaigns is a plus.
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How to Apply

Please submit a resume and cover letter to Tahnee Freda at TFreda@lamusart.org.

LAMusArt is an Equal Opportunity Employer and adheres to a policy of nondiscrimination with regard to race, color, religion, creed, gender, marital or family status, age, sexual orientation, national origin or ancestry, ethnicity, gender identity, physical or mental disability, transgender status, military or veteran status or service, or any other characteristic protected under applicable federal, state or local law in all matters concerning employment. All LAMusArt employees, officers, principles, agents, workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.