



Enriching Lives through Music

Position: Development Associate

Enriching Lives through Music (ELM) is an immersive youth music school in the Canal neighborhood of San Rafael that provides tuition-free, multi-year music education and performance opportunities to primarily first-generation Latino children.

It is an exciting time at ELM as we celebrate a decade of service to the San Rafael community. We have grown from 15 to 170 students, with plans to reach 250 students within five years. We strive to engage the entire community through partnerships, community events, and performances in the Bay Area and beyond.

We are seeking an enthusiastic and highly organized fundraising professional to join our dedicated staff and grow with us during this exciting time of expansion.

Position Summary

Reporting to the Development Director, the Development Associate will work collaboratively to coordinate fundraising activities for the organization, including donor prospecting, fundraising campaign management, database administration, and communications. The ideal candidate for this role is a team player with excellent organizational skills and the ability to effectively manage multiple projects at once, and who is interested in pursuing a career in nonprofit fundraising.

Essential Duties and Responsibilities

- Support the Development Director in executing an annual development plan to reach fundraising goals related to individual, corporate, and institutional giving
- Conduct prospect research to identify new individual, corporate, and institutional donors that are aligned with the organization's mission and goals
- Support individual donor cultivation and stewardship, including engaging with Board members
- Assist with the creation and implementation of annual fundraising appeal campaigns
- Assist with email communications, social media engagement, and other communication and marketing tasks
- Manage donor database (Bloomerang), including regular maintenance of donor records, oversight of all donation processing and acknowledgements, and producing reports
- Assist with planning of fundraising events, including two donor receptions at bi-annual concerts and several smaller events throughout the year
- Support Development Director in developing and implementing new fundraising initiatives
- Work with bookkeeper to conduct donation reconciliation on a regular cadence
- Represent the organization at events
- Perform other duties as assigned

Skills

- Outstanding relationship-building skills with the ability to work effectively with a range of colleagues and partners
- Excellent oral, written and interpersonal communication skills
- Effective time management and work organization skills, with a high attention to detail.

- Interest in and passion for music education and/or social equity

Qualifications

- Experience using a fundraising database (Bloomerang preferred) and other digital fundraising tools
- Experience with event planning
- Experience developing and implementing digital marketing campaigns
- Proficiency in digital design and experience with design software such as Adobe or Canva
- Familiarity with project management platforms such as Asana, monday.com, etc.
- Understanding of social media platforms (Instagram, Facebook, LinkedIn, YouTube)

Experience/Education

- Minimum of 1–2 years of experience in fundraising or marketing for a nonprofit organization
- Associate's or bachelor's degree preferred

Hours and Reporting Relationships

This position is full time with a flexible, hybrid schedule. Occasional evening and weekend hours are required.

The Development Associate reports to the Development Director.

Compensation and Benefits

The compensation for this position is a salary of between \$68,000 and \$72,000, depending on experience.

ELM offers a competitive benefits package, which includes professional development, healthcare expense program, and the option to enroll in a retirement savings program.

Application Process

Please submit a letter of interest and resume of no more than two pages to careers@elmprogram.org. No phone calls or walk-ins please.

ELM is committed to employment policies and procedures ensuring all qualified persons are accorded the equal opportunity for employment, promotion, and training.