



Music Resource Center (MRC) - a nonprofit state of the art recording studio and performance space located in East Walnut Hills for nine years - seeks a development and grants manager for our innovative after-school program for area teens. Join a team that elevates our members through music instruction, creative programming, and one on one mentoring, ultimately transforming their lives. Check the description below, then contact us and let us know why *#MRCMusicMatters* to you.

We are seeking a self motivated, detail oriented **Development Manager** that will be responsible for developing funding relationships, managing grant writing and prospecting, and executing creative events that generate income and awareness about the Music Resource Center's innovative programs. This individual works directly with the Executive Director and leverages their experience leading marketing and development initiatives, project management, and data handling and reporting.

**Development Manager Primary Responsibilities:**

- Research prospective funders, funding opportunities and manage grant applications and submissions
- Organize and execute special events, including, MRC Samplers, Open Houses and Party Like a Rock Star.
- Help develop relationships with potential donors and community partners
- Oversees Communication and Development Interns
- Maintain SalesForce database as well as develop, run and analyze reports

**Qualified candidates will possess:**

- Bachelor's Degree and 2+ years experience in not-for-profit development/fundraising
- Proven ability to write, obtain and manage grants
- SalesForce database experience and working knowledge of Adobe Creative Suite to help develop marketing materials, such as flyers or brochures
- Exhibit high level of confidentiality relating to donor and members
- Passion for working with youth
- Great organizational, follow-up and communication skills
- Intermediate to advanced Microsoft Office, Creative Suite and Mac skills
- Must successfully pass a background check

Our benefits package includes Paid Time Off and Holiday pay.

If you are interested in applying for this position, please send an email to [jobs@mrccinci.org](mailto:jobs@mrccinci.org) with "Development Manager", in the subject line. Please include your resume and a cover letter. You can also mail your cover letter and resume to: Jobs, MRC-Cinci, 3032 Woodburn Ave, Cincinnati, OH 45206.

MRC-Cincinnati is an equal opportunity employer.