



## **NFA Development Manager Position Description**

The National Flute Association (NFA) was founded in 1972 as a common ground for flutists to exchange ideas and inspiration and has expanded in the decades since to include a quarterly online magazine, an annual convention, and a dynamic assortment of scholarship programs, commissions, and member-driven initiatives. The NFA values and celebrates the contributions of all its stakeholders and is committed to growing as a diverse and equitable organization.

The NFA is seeking a part-time Development Manager. Working closely with the Executive Director, this position will help to implement a strategy that advances fundraising efforts, diversifies NFA's resource streams, and provides broader access to NFA's programs. The position is responsible for researching, developing, and writing grant proposals and reports to foundations, corporations, and government entities; steering individual fundraising efforts; and overseeing sponsorship initiatives.

### **Primary Responsibilities**

- With the Executive Director, develops and implements a plan to successfully raise funds from foundations, corporations, and government entities.
- Conducts research on prospective sources of grant and sponsorship funding.
- Facilitates, writes, reviews, and submits grant proposals and reports.
- Prepares and processes letters and other grant-related correspondence, presentations, budgets, and other materials.
- Maintains grant tracking calendar/MemberSuite database and related confidential electronic and paper files.
- Researches and leads outreach to prospective corporate sponsors and in-kind donors.
- Helps acquire new donors and cultivate/maintain relationships through donor stewardship, and relationship-building efforts for individuals and companies.
- Assists with engagement opportunities with donors and funders.
- Coordinates with the Membership Manager on fundraising mailings, including an end-of-year appeal and other initiatives.
- Collaborates with NFA staff on development-related messaging via the website and other communications.
- Works with the NFA Development Committee to coordinate efforts.

### **Qualifications**

- A deep dedication to NFA's mission, values, and strategic objectives.
- A minimum of 3-4 successful years of nonprofit grant writing and fundraising experience.

- Exemplary writing and communication skills.
- Demonstrated experience with database management and CRM functions (MemberSuite preferred).
- An understanding of donor management and relationship building.
- Familiarity with flutists and music a plus; knowledge of music, musicians, and academic environments in general highly preferred.
- Exceptional program, project, and time management skills: highly organized, detail focused, and results-driven, with the ability to handle fast-paced environments and last-minute, urgent requests.
- Strong customer service skills and the ability to work with NFA members and volunteers – a calm, diplomatic demeanor.
- Strong team skills and a collaborative mind-set.
- General knowledge of Microsoft Suite, Adobe Suite, and database management.

#### **Work Environment:**

This position is a part-time, permanent, salaried position – 3 days per week during business hours.  
Office hours: 9:00 am – 5:00 pm, Central Time, Mon-Fri.  
Some weekend and evening hours are required on occasion.

The NFA office is in Chicago, Illinois. The NFA team works remotely

Attendance at the NFA annual convention in August is required (Phoenix, AZ, 2023, San Antonio, TX, 2024)

Compensation for this position is competitive.

Paid vacation days are offered.

Application deadline: May 31, 2023

Start date: June 2023

#### **Application Instructions**

Please send a cover letter and resume to the Executive Director, Jennifer Clarke: [jclarke@nfaonline.org](mailto:jclarke@nfaonline.org) with “Development Manager Position” as the subject. No calls, please.

The National Flute Association is an Equal Opportunity Employer and welcomes applications from diverse applicants.

4/27/2023