



NFA Development Manager Position Description

The National Flute Association is a membership organization serving more than 4,000 diverse flutists from the U.S. and 38 countries across the globe. The NFA is a forum for exchanging ideas and inspiration. Members are deeply involved in all aspects of the organization and participate in more than 24 committees across the organization.

The NFA's programs include an annual convention in different cities across the U.S., and a dynamic assortment of scholarship programs, commissions, online programming and member-driven initiatives. The staff and members/volunteers work collaboratively throughout the year and especially in preparation for the annual convention.

The NFA is seeking a full-time Development Manager to advance the fundraising outcomes of the NFA. Working closely with the Executive Director, this position activates fundraising efforts in all areas, diversifies NFA's resource streams, and investigates new program partnerships to enhance development opportunities. The position is responsible for steering individual fundraising efforts through annual appeals, stewardship, research and cultivation; researching, developing, seeking new opportunities for institutional support, including research, cultivation, writing grant proposals and reports to foundations, corporations, and government entities; and overseeing and developing sponsorship initiatives. The Development Manager, in collaboration with staff and volunteers, manages several special events at the NFA convention.

Primary Responsibilities

- Takes a leadership role in maintaining and expanding the fundraising activities and outcomes at the NFA.
- Create a fundraising plan to steer the ongoing campaign for individual and institutional support
- Seeks to acquire new individual donors both inside and outside of the membership base.
- Cultivate/maintain relationships through donor stewardship, and relationship-building efforts for individuals and companies.
- Initiates engagement opportunities with donors and funders.
- Plans and implements the annual President's Appeal and additional targeted individual campaigns.
- 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, maintains grant tracking calendar, Year to Date fundraising analysis, MemberSuite database and related confidential electronic and paper files and related documents and files.
- Researches and leads outreach to current and prospective corporate sponsors and in-kind donors.
- Assists with engagement opportunities with donors and funders.
- Coordinates with the Convention Director to plan and execute donor cultivation events and Gala Awards Celebration during the annual convention.
- Collaborates with the Membership Manager and Marketing Manager on fundraising mailings, including an end-of-year appeal, email appeals, social media fundraising, and other initiatives
- Works with the NFA Development Committee to coordinate efforts.
- Prepare development reports for the Board of Directors including monthly reports and in-person presentation during convention. Attend Zoom Board meetings as needed (typically twice per year).
- Coordinate with Chair of Past Presidents' Council to maintain strong working relationship with the PPC members.

Qualifications and requirements

- A minimum of 3-4 successful years of professional nonprofit development experience is required.
- A deep dedication to NFA's mission, values, and strategic objectives.
- Experience interacting with donors at all levels.
- An understanding of donor management and relationship building.
- Demonstrated experience with database management and CRM functions (MemberSuite preferred).
- Exemplary writing and communication skills.
- Experience researching, writing, and submitting grant applications.
- Ability to prepare and understand budgets.
- Creativity and the ability to create and foresee partnership opportunities with funders and others to increase programming and resource development.
- An understanding of donor management and relationship building.
- Demonstrated experience with database management and CRM functions (MemberSuite preferred).
- 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.
- Competency working with a range of programs including Google Suite, Microsoft Suite, Adobe Suite, conducting online research, and database management.

Work Environment:

Office hours: 9:00 am – 5:00 pm Central Time.

Some weekend and evening hours required

The NFA office is located in Chicago, Illinois. The majority of the NFA teams work remotely. Hybrid working is an option for staff living in the Chicago area.

Compensation: \$70,000 - \$72,000 depending on experience.

Full-time exempt salaried position.

Benefits include:

- 100% health insurance coverage
- Paid holidays – 13 days per year
- Paid vacation – 3 weeks per year (15 days)
- Paid sick leave - 12 days per year

Application deadline: January 21 , 2026

Start Date: March 1, 2026

To apply, send a cover letter and resume to Jennifer Clarke, Executive Director:
jclarke@nfaonline.org.

For more information about the organization, please visit www.nfaonline.org.

The National Flute Association is an equal opportunity employer and welcomes applications from diverse candidates.

December 2025