



Kidznotes, Inc

Position Description: Director of Philanthropy

Applications will be accepted until the position is filled.

ABOUT KIDZNOTES

Our vision is to be a catalyst for social change that uses music to build a thriving network of children, families, and partners in which the passion for music unleashes the human potential to transform lives and communities. The foundation of our vision is our commitment to embrace and value diversity, excellence, and collaboration in our daily lives. Our core values are Collaboration, Empowerment, Rigor, Diversity, and Joy.

Role Overview:

We're seeking a Director of Philanthropy to spearhead our fundraising efforts. If you're passionate about leveraging philanthropy to drive social change and eager to build a dynamic development program, this role offers a unique opportunity to make a meaningful impact.

Organization Overview:

Kidznotes employs three full-time people and 19 part-time teaching artists and interns and is overseen by a 13-member Board of Directors. The organization's FY25 income budget is 30% individuals, 45% foundations/grants, 5% government, 3% corporate, 16% special events, and 1% other

Responsibilities:

- Develop and implement comprehensive fundraising strategies, including annual campaigns, major gifts, corporate sponsorships, and grant programs.
- Coordinate and oversee all gala fundraisers, corporate functions, and special events, ensuring seamless execution and maximum donor engagement.
- Craft and disseminate impactful messaging across platforms, including social media, email newsletters, and press releases, to effectively communicate Kidznotes' fundraising goals and impact to donors and the wider community.
- Establish clear evaluation metrics and key performance indicators (KPIs) to measure fundraising success and impact.
- Collaborate with the Executive Director, Director of Finance & Operations, and Board of Directors, ensuring alignment with organizational goals and priorities.
- Provide regular progress reports on revenue goals and fundraising initiatives, fostering transparency and accountability within the organization.
- Cultivate and steward donor relationships, ensuring timely acknowledgments, personalized communications, and effective donor recognition strategies.

- Coordinate training and development initiatives for staff and board members on fundraising best practices, fostering a culture of continuous learning and growth.
- Integrate technology into all aspects of the fundraising process to save time, maximize resources, and reach donors beyond traditional fundraising avenues.

Grants Program:

- Research grants that align with existing programmatic and organizational goals, demonstrating a thorough understanding of Kidznotes' priorities and strategic direction.
- Write compelling grant proposals communicating Kidznotes' mission, programs, and impact to prospective funders.
- Create detailed grant reports outlining how grant funds were utilized, the impact achieved, and any outcomes from the funding.
- Collaborate with external grant writers or consultants, providing guidance and direction to ensure alignment with Kidznotes' goals and priorities.
- Project-managed internal grant writing efforts with the management team, coordinating proposal content development and ensuring timely grant application submission.

Diversity Statement:

Kidznotes is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. We make all Human Resource decisions without regard to race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, disability, veteran status, genetic information, or any other class protected by state or local law.

Preferred Qualifications:

- 5+ years of demonstrated success in nonprofit fundraising, with a focus on individual giving, major gifts, and grant writing,
- Proficiency in donor management systems, such as DonorPerfect, and data analysis tools to track and analyze fundraising performance,
- Excellent communication skills, including the ability to articulate complex ideas persuasively and engage diverse stakeholders,
- Commitment to diversity, equity, and inclusion, with demonstrated experience integrating DEI principles into fundraising strategies and practices,
- Flexible work style with the ability to adapt to changing priorities, manage competing demands, and work independently with minimal supervision.



Career Development and Benefits:

- There are opportunities for career growth within Kidznotes, including access to professional development resources and training programs.
- We offer a competitive salary range: \$70,000 - \$80,000, commensurate with experience.
- Comprehensive benefits package, including health insurance, retirement plans, and paid time off.

How to Apply:

To apply, please submit a cover letter and resume to Dr. Thomas Howard, Jr, Executive Director, at jobs@kidznotes.org. Applications will be reviewed on a rolling basis.

Equal Opportunity Commitment

Kidznotes is an equal-opportunity employer committed to diversity, equity, and inclusion.

Nondisclosure Statement

Any information disclosed by board members, staff, or third parties concerning the role of Director of Philanthropy at Kidznotes will be considered privileged and confidential. This includes information on individual donors, organizational operations, policies, plans, goals, objectives, and discussions by Kidznotes members, staff, and third parties.

Confidential information shall not include previously known data, publicly available information, or standard practices in the field.

The Director of Philanthropy will uphold the confidentiality of privileged information throughout their tenure and beyond. They will not use or disclose such information without authorization from Kidznotes and will take all necessary measures to prevent unauthorized disclosure. Any unauthorized disclosure could cause irreparable harm to Kidznotes and its members. Upon request, the staff will promptly return all written or descriptive materials provided by Kidznotes, including committee agendas, minutes, and supporting documents.