### Founded in 1912, The Cleveland Music School Settlement (dba The Music Settlement) provides music and arts programming to students of all ages and backgrounds in a way that promotes creativity, self-confidence and artistic expression. **Our Mission: To welcome all to our music and arts community to learn, create, inspire and heal. Our Vision: To unlock the potential in everyone.**

**Title**: Grants Manager

**Classification:** Full Time, Exempt

**Primary Purpose:**

The Grants Manager prepares proposals and reports for foundation, government, and corporate donors. This position is responsible for supporting TMS in achieving its fundraising goals with a focus on grant writing. Duties also include the production of correspondence and support documents in relation to grants, as well as funder research, database maintenance,

proofreading and editing, and some administrative responsibilities.

**Reports to:** Vice President - Advancement

**Essential duties and responsibilities:**

* Drafts and maintains a monthly “funding compliance calendar”, detailing funding sources, deadlines, status and proposal details
* Produces proposals and reports to foundation, government, and corporate donors
* Produces correspondence regarding grant administration, including thank you letters, queries, and cover letters
* Prepares documents as part of grant applications, including budgets, expense reports, bios, and season playlists
* Copyedits and proofreads proposals, applications, reports, and other documents
* Prepares application packages for grant proposals, including filing and mailing
* Manages contracts with city and community partners in relation to education programs, including application, filing government paperwork, reporting, and invoicing for reimbursement
* Liaises with the Development staff and other departments in the collection of program information needed for grant proposals and reports, including statistics, brochures, programs, photos, ticket sales reports, and reviews
* Maintains detailed records of statistics for education and artistic programming in collaboration with other departments
* Enters gifts and maintains donor information in database
* Prepares and tracks invitations to education programs and other special events
* Researches and identifies new funding sources

**SECONDARY RESPONSIBILITIES**

* Provides administrative support, including the maintenance of grant-related files
* Works as a team member with the rest of the staff at special events
* Attends meetings and takes notes when necessary
* Maintains good work habits including promptness, adherence to TMS workplace policies, preparedness for meetings and events, and responsive follow-through on all donor, supervisor, and staff requests
* Maintains a positive attitude with donors and staff
* Other duties as assigned

**Educational Requirements:**

A Bachelor’s Degree or equivalent work experience in a related field required. Five to seven years of work experience in development/fundraising, or marketing capacity with demonstrated results.

**Qualifications:**

* Integrity
* Confidentiality
* Works as a collaborative and effective team member
* Excellent writing and proofreading skills
* Ability to gather and organize information about programs, including background, history, goals, and objectives
* Consistent attention to detail and accuracy
* Ability to stay organized, meet deadlines, and work effectively and efficiently in a fast-paced environment with enthusiasm and dedication
* Ability to work some evenings and weekends
* Computer literacy, including Microsoft Word, Excel, and Outlook
* Database experience (TMS uses Raiser’s Edge)
* Background in (or knowledge of) music or the arts is preferred, but not required

***The Music Settlement is an equal opportunity employer and shall not discriminate on the basis of race, color, religion, national origin, gender, age, sex, sexual orientation, gender identity or expression, marital status, mental or physical disability, and genetic information or any other basis protected by applicable law.***