



ABOUT HOPEWELL

The mission of Hopewell Music Cooperative North is to empower underserved youth and adult students in North Minneapolis through high quality and affordable music education that is accessible to all regardless of age, background, ability, or financial circumstance.

Hopewell values our relationships with teachers, administrators, students and families. We use music as a tool for building community and support each other in our growth as musicians, employees and people.

JOB ROLE AND SUMMARY

Job Title: Development Officer
Reports to: Executive Director

Direct Reports: N/A
Classification: Part Time, 25 - 30 hr/week

DUTIES & RESPONSIBILITIES	IDEAL SKILLS & QUALIFICATIONS
<ul style="list-style-type: none">• Provide support for individual, corporate, and foundation fundraising strategies• Produce donor acknowledgements letters and emails• Manage donor mailings, including mail merges, printing, stuffing, coordinating with vendors, and follow-up• Track and update donations, pledges, and other donor information in our donor database (Little Green Light)• Troubleshoot obstacles related to giving platforms, donor database, and other online platforms• Research best practices in fundraising as related to sustaining donor programs & individual donor campaigns; assist in creating corporate sponsorship program	<ul style="list-style-type: none">• 1-2 years administrative and/or donor relations experience• Excellent writing and researching skills• Exceptional written and verbal communication skills• Excellent organizational skills with attention to detail and accuracy• Ability to problem solve, even when under pressure• The ability to function autonomously by effectively prioritizing projects while accepting direction when given• Demonstrates professional behavior that supports team efforts and enhances team cohesion and productivity Interacts well with colleagues and program participants• Experience with google drive, google docs, and google sheets

COMPENSATION

- Starting hourly rate at \$15
- Salaried, Exempt

BENEFITS

- Paid Time Off, including paid holidays
- Rehearsal & Practice space
- Professional Development Opportunities
- Flexible Working Hours, must take place between 8-5pm with occasional evenings and weekends for special events



LET US KNOW

- Fluency in another language
- Associate or Bachelor's degree in another field

TO APPLY

- Fill out our application at:
www.hopewellmusic.com/employmentandinternships

COVID GUIDELINES

Hopewell strives to keep our families, staff and teachers safe. To that end, all staff and faculty must have a Covid- 19 vaccination to teach on-site at Hopewell. Those who are not vaccinated are welcome to work remotely.

North Minneapolis residents and BIPOC musicians are encouraged to apply.