



Development Associate

Nonprofit Organization

Naples, Florida

About the Southwest Florida Music Education Center

SWFLMEC was founded in 2019 to meet the needs of post-secondary, neurodivergent young adults with a passion for growing their expertise in music. It is a partnership initiative with the Berklee Institute for Accessible Arts Education, part of the prestigious Berklee College of Music in Boston, MA.

The mission of SWFLMEC is to create a world-class music education center where neurodivergent students who have a strong interest in music and low to moderate support needs receive education in music and life skills, preparing them for meaningful growth opportunities that enrich their lives and the community as a whole.

The Center operates as a nonprofit organization based in Naples, Florida. The Center currently leases space for its operations, but recently acquired a 6-acre former college campus in North Naples as its future permanent campus. The organization is small but growing quickly and is seeking a professional Development Associate to help facilitate this growth while maintaining an outstanding community reputation for excellence.

Position Summary

SWFLMEC seeks a Development Associate to assist the organization's Executive Director with all fundraising and community engagement efforts, including cultivating donor relationships, writing grant requests, identifying new funding sources, maintaining a donor database, writing gift acknowledgement letters, helping with fundraising events, organizing fundraising campaigns, and overseeing follow-up. This individual must be passionate about nonprofit fundraising and supportive of SWFLMEC's mission.

Specific Job Responsibilities

- Assist Executive Director in creating a comprehensive fund development program including annual giving, major gifts, events, corporate sponsorships, grants and planned-giving
- Cultivate donor relationships, including managing "moves" and documenting strategies that increase chances of successful engagement of donors
- Facilitate donor tours including planning for all logistics
- Research grant opportunities and maintain a grant database, assuring deadlines and requirements are outlined and met
- Coordinate with the Executive Director on grant requests and reports
- Research and identify new funding sources, including granting organizations, individual donors, and corporate sponsors
- Maintain accurate donor records and detailed database
- Draft gift acknowledgement letters



- Work with marketing team and Executive Director to coordinate fundraising and community awareness events
- Coordinate with Executive Director and Accountant to balance fundraising and grant budgets
- Initiate donor follow-up
- Support relationships with community partners
- Participate in public speaking opportunities to represent SWFLMEC and its mission
- Provide internal support by helping with administrative duties, maintaining front desk and office organization
- Assist with fundraising meetings and events, including working with event committee and board members
- Answer phone calls and emails in a professional and timely manner

Additional Duties and Requirements

- Attend Admissions events and other special events, as needed
- Attend mandatory SWFLMEC trainings as they occur
- Other duties as determined by Executive Director

Overall SWFLMEC Staff Behavioral Expectations:

- Demonstrates the ability to respond with a high degree of urgency to the needs and requests of others, internally and externally. Understands the impact of their work on others.
- Understands safety policies and actively promotes safe practices in the workplace.
- Maintains constructive relationships and demonstrates respect for others.
- Deals constructively with conflict and focuses on the situation, issue, or behavior and not on the person by diffusing situations before conflicts arise, resolving conflicts directly and actively promoting and gaining cooperation from others.
- Accurately provides information in oral and written communications. Communicates ideas, opinions, or information in an articulate, professional way. Actively listens to others and demonstrates understanding of other points of view.
- Shows willingness and ability to adjust to changing conditions or priorities.
- Advocates for persons with disabilities.
- Supports and carries out the philosophy, goals, objectives, and mission of the organization.
- Maintains confidentiality.
- Work a flexible schedule, including evenings and weekends, as needed.
- Communicate effectively, both orally and in writing.
- Work in cooperation with staff and the public.
- Identify hazards, implement solutions, and maintain a safe and orderly environment for program participants.



Minimum Qualifications

- Bachelor's degree from an accredited institution in a relevant field of study
- A minimum of three years' experience in fundraising or a related field strongly preferred
- Eager to learn and grow with position and organization
- Knowledge of local philanthropic and business community preferred but not required
- Proficient in Microsoft Office Suites
- Excellent public speaking and writing skills
- Ability to work with minimal supervision
- Willingness to assume other responsibilities as requested

Physical Requirement of the Position

- Ability to sit for extended periods of time
- Ability to stand for extended periods of time

Required Knowledge, Skills & Abilities

- Strong knowledge and skills in areas related to job responsibilities
- Willingness to attend trainings on working with and supporting neurodivergent students
- Connection to SWFLMEC's mission
- Ability to interact compassionately and intentionally with SWFLMEC's students, families, donors, and board members
- Valid driver's license and insured vehicle

Please send cover letter and resume via email to HR@SWFLmusic.org.