



Full-Time Position at ZUMIX

Overview

Since 1991, ZUMIX has provided arts-based youth development programs for youth ages 7-18 in the Greater Boston area. Our goal is to engage and empower youth in Greater Boston through music and creative technology programs. We run out-of-school programs throughout the year including: songwriting, audio and video technology, community radio, and instrumental music instruction. ZUMIX's goal is to foster young people's personal development, artistic growth, and civic engagement as well as to promote the 21st century skills needed to achieve success in college and career. Through onsite programming and in-school partnerships, ZUMIX now serves more than 1,000 participants per year. For more information on our work, please visit www.zumix.org.

Development & Communications Associate

Reports to: Director of Development

ZUMIX is seeking a candidate with excellent writing and project management skills whose primary responsibilities will be to assist the 3-person Development department in meeting our revenue objectives for foundation and government funding, and to manage ZUMIX's external communications, including social media and press relations. The Development & Communications Associate will be responsible for writing grant proposals and maintaining funder relationships, with support and guidance from the Director of Development.

Responsibilities:

- Writes foundation and government grant proposals, reports, and acknowledgments.
- Researches grant prospects regularly via online databases, 990 forms, and funder websites.
- Maintains detailed foundation and public funder prospect data, including proposal and report deadlines.
- Researches recent local and national trends and data, and incorporates into grant language.
- Manages marketing & communications – including writing content for ZUMIX's blog, e-newsletters, and press releases.
- Manage ZUMIX's social media accounts (primarily Facebook, Twitter, and Instagram), ensuring content is timely, interesting, and reflects ZUMIX's mission and values.
- Assists Director of Development in preparation for and hosting of Foundation staff for meetings and site visits.
- Assists Events Associate with marketing of fundraising and Community Arts events.
- Supports Director of Development with general fundraising efforts, including cultivation events, annual appeal, individual solicitations, etc.

Qualifications:

- Professional writing experience, which may include grant writing, marketing, public relations, creative writing, etc.
- Bachelor's degree or comparable work experience.

- 1-2 years working in a non-profit setting preferred.
- Excellent computer skills, proficient in Microsoft Word and Excel.
- Exceptional level of personal organization, with strong project planning skills and attention to detail.
- Proven ability to work on a range of time-sensitive projects simultaneously.
- Interest in youth development, the arts, and creative technology.
- Sense of humor.
- A commitment to social justice and ZUMIX's mission.

This is a full-time position with benefits including health and dental insurance, paid vacation days, a retirement plan, and professional development, with a salary range in the low-to-mid-30's.

ZUMIX does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

If interested, send resume, cover letter, and a recent writing sample to Kelly Baker at apply@zumix.org. Please write "Development & Communications Associate" in the subject line.

We hope to fill this position by early September. Applications will be reviewed on a rolling basis.