



Job Announcement

Community School of Music and Art

330 E. Martin Luther King Jr / State St., Ithaca, NY 14850

Position: Admin & Development Associate

Status: Full Time, Non- Exempt (40 hr/per week)

Compensation: Annual Salary \$40,000-\$44,000 (commensurate with experience)

Benefits: Paid Time off, 25% discount on education programs, free parking

Overview: The Community School of Music and Arts (CSMA) is seeking a dynamic and organized individual to join the team as the Admin & Development Manager. This is a full time position, playing an essential role in the organization's goal of providing outstanding customer service, daily clerical functions and annual fund advancement, aiding the organization's mission. The ideal candidate will possess effective communication skills, a deep appreciation of the arts, a commitment to collaboration and the ability to build relationships with people from various backgrounds.

Primary Responsibilities:

- Manage daily clerical operations of the office including transactions, records management, data input, phone and email inquiries
- Provide outstanding customer service to students, faculty, artists and the general public
- Organize and maintain office supplies, office equipment, lobby, community boards and break room
- Develop annual fund appeals and effectively execute mailings and acknowledgments
- Track, analyze and maintain individual donor records
- Work closely with the Executive Director to increase corporate support from businesses and promote sponsorship opportunities for CSMA events and programs

Education & Experience Requirements

- One to three (1-3) years of relevant experience in a related field
- Minimum of High School Diploma or GED; Additional education valued
- Non-profit, volunteer management, preferred.
- Ability to communicate in a professional setting; arts experience valued

Skills/Competencies

This role requires excellent writing and oral communication skills. The right individual must be emotionally intelligent, collaborative, communicative, conscientious, and detail oriented.

- Familiarity with general office equipment and Microsoft Office Environment (Word, Excel, PowerPoint, Outlook)
- Strong organizational, interpersonal, listening, and critical thinking skills
- Demonstrated reliability, positive work habits, ability to work independently, collaboratively, and with cross-functional teams.
- Holds self and others accountable to meet commitments in a transparent and respectful manner.

Other Requirements

Occasional use of personal vehicle, with reimbursement for mileage requiring access to and the ability to drive a reliable motor vehicle, a valid driver's license, and proof of insurance

Available to work in office during weekdays and typical business hours (40 hours per week)

Available to work evenings and weekends

Organization

CSMA is a dynamic community space for artists, community members and educators to explore ideas, artistic expression and creativity together. We are a 501(c)(3) nonprofit organization that provides year-round, multi-arts instruction to adults and children, presenting performances and public events in our downtown Ithaca facility. Our mission is to enrich the human spirit of people of all ages and backgrounds by encouraging artistic exploration through exceptional arts education and events

CSMA is an equal opportunity employer. CSMA celebrates diversity and seeks talented applicants from diverse communities. We are committed to cultivating a diverse, equitable, and inclusive organization that is welcoming for all, regardless of race, color, age, sex, gender identity and expression, sexual orientation, disability, marital status, class, veteran status, national or ethnic origin, and religion.

Interested Applicants

Send a Cover Letter, Resume, list of three (3) references and a writing sample to Megan Omohundro, Executive Director, Community School of Music and Arts, 330 E State St, Ithaca, NY 14850 or momohundro@csma-ithaca.org. Applicants are accepted until the position is filled.