

Development Manager / Development Coordinator

Joy of Music School | Knoxville, TN

Full-Time | Salary based on experience and qualifications | Benefits eligible

The Joy of Music School is seeking a thoughtful, organized, and relationship-centered development professional to help grow and strengthen our fundraising efforts.

JOMS provides free music lessons, instruments, and mentorship to children and teens who are underserved in our community. We are looking for someone who believes in the power of music, understands the importance of donor and community relationships, and can help support the systems, storytelling, outreach, and follow-through that make fundraising successful.

Key Responsibilities

- Support donor cultivation, stewardship, and communications.
- Assist with annual giving, appeals, sponsorships, and donor follow-up.
- Help manage donor records, acknowledgments, and development tracking.
- Support grant research, writing, reporting, and documentation.
- Assist with fundraising events, sponsorship materials, and guest/donor follow-up.
- Help create compelling stories and materials that communicate JOMS' impact.
- Represent JOMS in the community through meetings, presentations, and outreach opportunities.
- Prepare and deliver presentations to community groups, civic organizations, churches, businesses, and other potential partners.
- Work closely with the Executive Director, board members, and volunteers to strengthen fundraising and community engagement efforts.
- Support development systems that help JOMS grow contributed revenue over time.

Ideal Candidate

The ideal candidate is organized, warm, detail-oriented, and comfortable building relationships with donors, volunteers, community partners, and prospective supporters. Strong writing skills, follow-through, and comfort speaking to groups are important.

This person should be able to represent JOMS professionally in the community, share the mission clearly, and help connect people to the work of the school through meetings, presentations, and outreach opportunities.

A background in music or personal experience as a musician is encouraged, but not required. More important is the ability to understand and communicate the value of music education in the lives of students and families.

Experience in nonprofit fundraising, donor relations, grants, events, communications, public speaking, community engagement, or a related field is preferred.

Compensation, Schedule, and Benefits

Salary will be based on experience, qualifications, and final role scope. Title and compensation may be adjusted for candidates with significant development leadership experience.

This is a full-time position with regular weekday office hours. Occasional evening or weekend availability will be needed for fundraising events, donor meetings, board-related activities, or community presentations.

JOMS offers a competitive benefits package for eligible full-time employees, including:

- Health/medical insurance, with JOMS currently covering 100% of the employee-only premium
- Employer HSA contributions when enrolled in an eligible plan
- 401(k) retirement plan with employer match
- 2 weeks / 80 hours of paid vacation annually for employees with 0–5 years of service, in accordance with current policy
- Paid sick time accruing at 1 day per month after 12 months of service, up to a 30-day maximum, in accordance with current policy
- 12 paid holidays per year, as outlined in JOMS' employee handbook
- JOMS typically closes for an extended winter break around the Christmas and New Year holidays, subject to the annual calendar and organizational needs
- Historically, reduced summer Friday schedules, subject to organizational needs and annual approval
- Other benefits in accordance with current organizational policies

To Apply

Please send a resume and brief cover letter to michael@joyofmusicschool.org. Applications will be reviewed on a rolling basis.