



JOB DESCRIPTION: COMMUNICATIONS LIAISON

The Community Music School of Ann Arbor is seeking a Communications Liaison to coordinate internal and external communications related to program logistics, recruitment and donor cultivation.

The ideal candidate will have extraordinary interpersonal skills and proven experience in working and communicating with diverse groups as well as the ability to work independently with little or no supervision. This person will be an enthusiastic and collaborative communicator who will be responsible for supporting strategies that increase CMSa2's visibility and enrollment, and donor engagement. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a grassroots-like organization.

Part-time: 20 hours per week

Responsibilities:

- Internal Communications
 - Serve as liaison between teachers, parents and students using multiple platforms including REMIND, email, phone and texting.
 - Maintain organizational calendars, ensuring the most up-to-date information is posted at any time.
 - Recruit and supervise interns.
 - Serve as liaison between Board members and Executive Director to track development strategies and action items.
- External Communications
 - Maintain and cultivate relationships with area private teachers, music directors, existing partners, potential partners and other music education stakeholders.
 - Assist in developing and implementing communication strategies that support retention and recruitment.
 - Assist in donor and sponsor cultivation, including providing support at all cultivation stages and updating relevant logs and/or case profiles.

Qualifications:

Required Qualifications

- 1-2 years of demonstrated experience and excellence in fundraising, marketing and/or communications, and project management.
- Strong oral and written communication skills, including the ability to write persuasively in clear and concise language, and the ability to speak with enthusiasm to diverse audiences.
- Ease in using technology tools, such as Google Suite, Microsoft Office Suite, spreadsheet management, form-building, etc.

Preferred Qualifications

- Bachelor's degree in a related field plus 1-2 years work experience, or commensurate years of nonprofit work experience.

- Personal energy, vision, idealism, integrity, positive attitude, and drive to continually surpass goals and create opportunities.
- Experience working with data management in a Customer Relations Management (CRM) system, such as Keela.
- Significant analytical, critical thinking, and problem recognition and solving skills.
- Ability to engage with a wide range of stakeholders.
- Ability to work effectively in collaboration with diverse groups of people.
- Knowledge and appreciation of donor confidentiality.

Compensation: \$12-15/ hr; Commensurate with experience.

TO APPLY: Candidate must submit a cover letter, resume and three references. Send all materials via email to Kasia Bielak-Hoops, Executive Director to kasia@cmsa2.org.