

Job Posting



1875 N. Central Avenue, Phoenix

Position Title:
Advancement &
Finance Manager

Last Rev Date: 6-1-17

Reports to: Advancement & Marketing Director

Job Family: Salary,
Full-Time, Non-Exempt

About: Rosie's House: A Music Academy for Children is a nationally recognized free afterschool music program for students from low-income families. Rosie's House believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community. Certified by the National Guild for Community Arts Education, Rosie's House provides 425 students, ages 5-18, with instruction in strings, winds, piano, and ensemble opportunities in mariachi and choir. Rosie's House is a creative youth development program that utilizes music education to achieve youth development goals.

Rosie's House employs six full-time staff, 21 part-time highly trained music educators, and has an annual operating budget of approximately \$600,000 (contributed revenue model). Rosie's House is seeking a passionate Advancement & Finance Manager who thrives in a collaborative and high-paced environment. In this role, the Advancement & Finance Manager will be encouraged to grow as a professional with multiple opportunities for training and professional development.

Essential Duties and Responsibilities

Advancement Responsibilities

- Researches funding opportunities including corporate, foundation and government opportunities
- Helps develop, write and package grant proposals and final reports and oversees grant records
- Coordinates donor records, tax receipts and maintain records with database software
- Maintains ongoing calendar of application and reporting deadlines related to institutional giving
- Implements, in tandem with staff, organization-wide events including concerts, fundraisers, and other special events
- Presents organizational information in a variety of settings including special events, tabling events, and speaking engagements
- Assists in development of annual fundraising and marketing communication plan and the development of collateral including annual appeals, annual reports, newsletters, email newsletters, general inquiry packages and invitations
- Oversees and recruits special event and office volunteers as needed

Financial & Human Resources Responsibilities

- Facilitates payroll including tabulation of employee benefits
- Handles accounts receivables, accounts payable, invoices, and purchase requisitions
- Manages online merchant account, merchandise sales, event registrations, and donations
- Inputs financial information into Quickbooks and Salesforce
- Manages and implements the financial policy controls

- Prepares Quickbooks budget, class, and expense reports for internal staff and Board Treasurer

Administration

- Serves as the first impression for the organization in responding to phone/email inquiries from interested community members
- Maintains the stakeholder, vendor and community member contact database
- Orders and maintains inventory of supplies and collateral
- Manages the organization's Human Resources along with the Chief Executive Officer

You will succeed in this role at Rosie's House, if:

- You have exceptional communication skills, and are able to connect with a diverse group of stakeholders and community members
- You are able to efficiently and strategically manage competing priorities while maintaining a positive outlook
- You have an attitude of inclusiveness, empathy, enthusiasm, and high-energy
- You thrive in a collaborative environment with staff on many levels
- You accept responsibility for the quality of job performance and make changes as needed
- You are service oriented with a passion for arts education and positive youth development

Education, Experience and Other Requirements:

- BA/BS/Undergraduate
- 2-4 Years direct experience in non-profit work environment
- Proficiency with Microsoft Office Products
- QuickBooks, Salesforce and Paychex experience preferred
- Human Resources experience preferred
- Bilingual (English/Spanish) preferred with the ability to speak, read and write in Spanish

Salary: Salary is commensurate with experience and will be in the range of \$33,000 - \$35,500 annually. Benefits include full health, dental, vision coverage and generous PTO package. Schedule will require some weekends and/or evenings. Rosie's House respects, values, and welcomes diversity in our workforce. EOE.

How to Apply: Send cover letter and resume to Becky Bell Ballard at becky@rosieshouse.org. Posting is open June 5 – July 15. All questions may be directed to the same email address.

The above statements are intended to describe the general nature and level of work being performed. Other duties as assigned. **Employment is contingent on:** Ability to receive/maintain a fingerprint clearance card.



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