Chamber Music America (CMA) is the national service organization representing members in the professional chamber music community including performers, presenters, composers, artist representatives, and chamber music supporters. Founded in 1977 to develop, support, and strengthen the small ensemble music field, CMA delivers a comprehensive array of career development services and direct financial support to this community in order to sustain its vitality and innovation. Defining chamber music broadly as “music for small ensembles between two and ten musicians, with one musician per part, generally without a conductor,” CMA represents the diversity and changing character of today’s ensemble music field while encompassing instrumental and vocal ensembles representing a wide range of genres from early music, traditional and contemporary classical, jazz, culturally specific, and evolving forms.

In 2021, CMA distributed over $1.2 million in funding to the field through its seven grant programs, which include commissioning initiatives that enable the creation of new works (465 to date) as well as programs that support the performing, presentation, collaboration, and recording of new projects. CMA’s broad portfolio of services also include an annual National Conference that facilitates networking and disseminates knowledge from thought leaders around the field; print and digital publications—including Chamber Music Magazine and the e-newsletter Accent—that discusses rising trends and reports on the chamber music ecosystem; a member-driven website (set to relaunch in Fall 2022) that serves as a knowledge-sharing hub with opportunities and a growing toolbox of targeted skill-building resources; partnerships to present free, public concerts; and National Chamber Music Month, a campaign which unites the field and raises awareness of the numerous styles of chamber music in communities across the country.

CMA has built long-lasting relationships with the national funding community, with support from the Doris Duke Charitable Foundation, The Mellon Foundation, The Howard Gilman Foundation, the National Endowment for the Arts, the New York Community Trust, and CMA’s Residency Endowment Fund, among others. The Board of Directors has made diversity, inclusion, and equity a primary focus of the organization’s work, and CMA’s commitment to Diversity, Inclusion & Equity provides the lens through which all decisions are made, including annual benchmarks to which the organization holds itself accountable. Currently, Board membership is 65 percent BIPOC and the CMA staff is 50 percent BIPOC.

HC Smith Ltd is pleased to represent CMA in its search for a Director of Grant Programs.

**The Position – Director of Grant Programs**

The Director of Grant Programs reports to the CEO. The selected candidate will ensure that CMA’s grant-making and related processes, procedures, and implementation are executed professionally, efficiently, and on schedule in a manner that is consistent with CMA’s best practices. The Director is also responsible for coordinating the development, administrative management, reporting, and closeout of grants. This person must also possess an understanding of the challenges that performing artists face and an ability to effectively view these challenges through the DEI lens.
The Duties and Responsibilities:

- Promote and support the organization’s mission and vision to internal & external stakeholders with a commitment to diversity, inclusion, and equity.
- In collaboration with the CEO and the Associate Director of Development, lead grant application process, including identification and research of grant opportunities that are consistent with CMA’s strategic plan.
- Evaluate the financial resources assigned to grant funded programs and communicate resources needed for effective administration of grant programs.
- Oversee compliance of grantees including contracts, monitoring, and reporting.
- Lead strategic conversations around best practices for policies and procedures.
- Assist with required research pertinent to grant due diligence, ongoing review, and close-out analyses.
- Work with the CEO, Director of Operations, and Director of Membership Services in creating a grant cycle calendar.
- Collaborate with Director of Membership Services on effectively communicating and maintaining membership applicant and grantee membership requirements.
- Select and monitor grant adjudication panels.
- Assist with the preparation of grant related materials for board meetings.
- Develop and manage systems for tracking grant expenditures and receivables.
- Work in concert with the Director of Operations, Director of Membership Services, and Associate Director of Development, in cultivating and sustaining relationships with funders throughout the community to promote CMA’s mission.
- Work with the CEO in developing partnerships, ensuring access to important information and emerging opportunities.
- Work with Director of Finance on monthly reports as well as bi-annual audits on funded projects.
- Maintain the online nonprofit database and physical grant files to ensure the accuracy and integrity of the data.
- Collaborate with the Director of Membership Services and Associate Director of Development in collecting demographic data for CMA’s online database.
- Supervise grant programs staff.

The Candidate Qualifications:

- Minimum Bachelor’s degree, graduate degree in arts administration, music or related field a plus.
- Four to seven years of grant management experience.
- Experience working with BIPOC populations and community-centered and membership organizations.
- Knowledge of a broad range of musical styles and genres combined with lived or acquired understanding of the creative process and the challenges and rewards of a life in music and the performing arts.
- Superior written and spoken communication skills along with strong analytical, math and assessment skills.
- Thorough knowledge of grant processes and practices.
- History of developing and sustaining exceptional relationships with funders.
- Thorough knowledge of grant finances combined with experience in budgeting.
- Ability to effectively communicate the value of CMA programming with funding partners, grant recipients, members and colleagues.
- Proven ability to manage, inspire staff and foster teamwork and collaboration.
- Well organized approach to work with excellent attention to detail and follow-up.
- Patient, collaborative and confident with a genuine approach to encouraging and supporting grantees.
- Network of contacts in the field.
- Technologically savvy including proficiency in the use of MS Office Suite and Submittable grant management software or similar software.
- Spanish speaking skill a plus.
- This is a national search and candidates may be engaged from remote locations without relocation. Attendance is required for select meetings, events, gatherings, and the National Conference in New York City. On-site dates will be pre-determined in collaboration with the CEO.

Compensation: $115,000 plus benefits

*Chamber Music America* has retained HC Smith Ltd to conduct this search. All interested candidates are asked to contact Rebecca R. Smith, Executive Vice President or EB Smith, Principal at the following email addresses: rebecca@hcsmith.com or eb@hcsmith.com

All inquiries and discussions will be considered strictly confidential.