

The Los Angeles Philharmonic Association is currently seeking a:
Development Writer

Founded in 1919, the Los Angeles Philharmonic Association's mission is to perform, present, and promote music in its varied forms at the highest level of excellence to a diverse and large audience, both at the Walt Disney Concert Hall and the Hollywood Bowl. The Los Angeles Philharmonic Association is dedicated to continuing its pre-eminent status in the music world of the 21st century.

Position Summary:

Under the direction of the Manager, Development Communications, this position is responsible for supporting LAPA in achieving its short- and long-term advancement goals with a primary focus on producing fundraising materials in support of the annual fund and campaign.

The LA Phil is widely recognized as the most innovative major American orchestras – as open, vibrant, and entrepreneurial as the city we call home. That creative spirit isn't limited only to the work we present on our stages – it imbues everything that we do. The Development Writer is one of the institution's key storytellers, responsible for crafting engaging communications vehicles, inspiring donors with thoughtful, targeted pieces, and helping to shape the institution's voice.

Position Elements:

- Writes, designs, and provides strategy support for development communications materials, including proposals, reports, presentations and other communications as assigned
- Writes, designs, and provides strategy support for campaign-related communications, including digital and printed newsletters, proposals and associated materials
- Writes pieces for the Development Materials Library, a collection of informational and solicitation materials used by front-line fundraisers
- Writes custom acknowledgements and other stewardship communications.
- Writes, designs, and manages dissemination of LAPA's Annual Report, Endowment Impact Reports, and Organizational Overview
- Produces solicitation letters, proposals and benefits brochures in support of Major Gifts and Corporate fundraising efforts
- Produces Major Gifts communications, including email newsletters, solicitations, and brochure
- Contributes donor profiles, advertorials and other articles as assigned to Performances magazine
- Assists in developing social media strategy and content in support of Development goals
- Provides communications support to the Development department, editing, proofing and drafting events collateral, research profiles and high-level donor correspondence as requested
- Acts as an interdepartmental liaison, helping to convey programmatic updates and priorities to the Development team
- Helps to ensure that external development communications uphold institutional messaging, tone, style and brand guidelines
- Acquires and maintains sound knowledge and understanding of LAPA and its programs
- Maintains good work habits including dependability, adherence to LA Philharmonic Association workplace policies, preparedness for meetings and events and responsive follow-through on all donor, supervisor and staff requests
- Participates as an effective and productive member of the Development Department, maintaining a positive attitude with donors and staff; works as a team member with Development staff at special events and concerts as assigned
- Other duties as assigned

Position Requirements:

- Three to five years minimum experience in writing effective communications for a mid to large size non-profit organization
- Bachelor's degree in English, Social Science or in the Arts or demonstrated comparable experience; history of continuing professional development appropriate to field of grant writing and procurement
- Outstanding business professional level communication skills (verbal and written)
- Detail-oriented with strong organizational and time management skills and demonstrated ability to multitask effectively in fast paced environment within resource constraints and deadlines
- Intermediate business professional proficiency with desktop computing applications, internet research capabilities and fundraising software tools (e.g. Microsoft Calendar, Word, Excel, and Tessitura)
- Basic knowledge of Adobe InDesign and Dreamweaver preferred
- Ability to conduct thorough, high volume research through interviews, file search, Internet and assemble information for effective written documents
- Excellent interpersonal and collaboration skills with ability to work effectively both independently and as part of a team
- Background in – or knowledge of – musical arts preferred

How to apply:

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the Los Angeles Philharmonic Association's policy to provide equal employment opportunity for all applicants and employees. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.