

**Position:** Director, Stewardship

**Department:** Philanthropy

**FLSA Grade:** Exempt

**Salary Range:** \$110,000-\$120,000

**Position Summary:**

The Director, Stewardship, reporting to the Chief Philanthropy Officer, is responsible for leading for the donor relations and stewardship program at the LA Phil. Stewardship nurtures and builds lasting relationships between LA Phil and those who support the organization with private gifts. Successful stewardship fosters and encourages private support by acknowledging contributions in a timely, accurate and appropriate manner; recognizing donors in meaningful ways; and reporting to donors in a timely, consistent and accurate manner on the use, impact and financial management of their gifts.

The Director, Stewardship is tasked with building and implementing a strategic stewardship plan that is aligned with departmental fundraising goals and special initiatives, designing innovative stewardship programs and events, and fostering collaboration with development teams and other departments to establish a culture of institutional gratitude. In addition, they will implement a robust donor reporting calendar, produce a series of impact communications to help donors understand the impact of their giving, and oversee the acknowledgement program for board and principal gift donors.

**Position Elements:**

- Set and modify organizational policies and standards around donor recognition. Drive strategy for high-level stewardship touchpoints and opportunities including events, communication, recognition, and gifts.
- Work collaboratively with Philanthropy colleagues to refine internal processes related to stewardship, including named gift opportunities, reports and database utilization, technology platforms (ThankView, ODDER, and Paperflite), stewardship events, recognition, and other key tools and resources.
- Provide strategic support to the Chief Philanthropy Officer and Gift Officers in developing and executing meaningful stewardship strategies for the organization's most generous donors including Board members and major gift donors of \$25,000 and more.
- Update and manage the department-wide stewardship planning document and develop and implement innovative stewardship and engagement programs aimed at cultivating deeper ties with donors at all levels.
- Collaborate with Finance to establish open lines of communication and ensure donor intent is actualized for gifts to the Endowment Funds. Produce and distribute an annual endowment report using ODDER or a similar digital platform.
- Collaborate with Marketing to plan, develop, and execute high-level video content for donors as part of departmental stewardship efforts.

- Supervise a Manager, Donor Relations and one or more Donor Relations Associates who will assist with the implementation of all stewardship activities including the preparation of donor reports, donor signage, high-touch stewardship activities and other duties as assigned.
- Manage the requirements of designated gifts as specified in donor agreements.
- Manage the Stewardship budget (income and expenses): development, spending, activity generation, contracts, and invoices for outside services related to this work.
- Other duties and projects as assigned

**Relationships:**

Reports to: Chief Philanthropy Officer

Supervises: Manager, Donor Relations  
Donor Relations Associate

Interacts with: CEO and Executive Leadership  
Philanthropy Staff  
Marketing and Graphics, Learning Community Initiatives, Artists Department,  
Orchestra Management, Hollywood Bowl Operations

**Minimum Requirements**

- 10+ years working in the field of Philanthropy, specific experience in stewardship and donor relations a plus.
- Specific experience related to endowment and/or capital campaign fundraising a plus; experience working in a high-functioning development department a plus.
- Passion for music/arts preferred
- Bachelor's degree, advanced degree preferred
- Superior project management, time management and organizational skills essential
- Operates with a high degree of strategic thinking, organization, attention to detail, sophistication and creativity
- Ability to effectively and proactively multi-task, meet deadlines and deliver results
- Exceptional written and verbal communication skills, including the ability to successfully communicate to large and small groups
- Ability to work collaboratively and establish and maintain open communication with all constituencies, comfortable working with Board members, executive leadership, consultants and leadership volunteers

- High level of customer service, team player attitude and the ability to motivate others
- Possesses high ethical standards and treats co-workers and volunteers with respect
- Working knowledge of MS Project, Microsoft Outlook applications, and donor tracking software preferred
- Willing to work some evenings and weekends

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.