

The Los Angeles Philharmonic Association is currently seeking an:
Executive Assistant to the Chief Advancement Officer

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:

The Executive Assistant, reporting directly to the Board Liaison/Senior Gift Officer, supports the activities of the Development Department and provides administrative assistance to the Chief Advancement Officer.

Position Elements:

- Provide support to the Chief Advancement Officer: Primary responsibilities include calendar management and phone coverage, preparing correspondence, setting up and confirming appointments including Founders reservations, ticketing needs, processing LA Phil forms, preparing briefing materials for donor visits, entering contact reports in donor database, helping to prepare CAO for internal meetings, trouble shooting, communication with other LA Phil departments and donors, etc.
- Provide additional support to the Board Liaison, Campaign Manager, and Campaign Project Manager, including phone back-up, coordinating correspondence, gift transmittals, managing donor and department ticketing requests, phone calls, faxes and deliveries to donors, vendors and consultants, as required. Additional prospect tracking and management, including Tessitura data entry as assigned.
- Assist with managing Board materials and correspondence related to letters, rosters, and information profiles, including integration and adoption of Board portal system – BoardEffect.
- Under the direction of the Board Liaison provide logistical support for all Board of Directors events and meetings, including Board meetings, committee meetings, and yearly Board retreats. Tasks will include but not be limited to scheduling, room booking, arranging catering, tracking RSVP's, ordering AV equipment, preparing board packets, room set up and breakdown, name tags, assisting with check in, etc.
- Implement development department staff meetings (2-4 meetings annually) and LA Phil staff meeting (when CAO is reporting) including working with CAO to set agenda, inviting speakers and taking responsibility for all logistics related to the meetings.
- Attend to general office needs such as equipment repair, file archiving/shredding, and departmental supply needs and any other office management as required.
- Work with artistic departments to coordinate backstage donor visits as required.
- Manage ticketing and prospect tracking reports from Tessitura donor database.
- Keep office files, rosters current.
- Under the direction of the Board Liaison assist with special requests from Board and other top donors, including assisting with logistics related to patrons tours and helping with ticketing.
- Attend pre and post concert events as needed.
- Attend and assist at major fundraising and donor events.

- Attend and assist at donor events.
- Advance the goals of the development department (and the LAPA in general).
- Other assignments as assigned.

Position Requirements:

- Minimum 5 years administrative support experience preferably within the non-profit sector, ideally in performing arts or similar environment.
- Excellent computer skills (Word, Excel, PowerPoint). Knowledge of calendaring and scheduling is a must. Knowledge of, Tessitura is an asset.
- Good communication (verbal and written) skills and professional demeanor appropriate to interfacing with Board members and senior community and business leaders.
- Research experience and music background are assets.
- Bachelors degree required.
- Ability to work independently and as a member of a team, while being responsive, respectful and collaborative and flexible to changing priorities. A sense of humor and the ability to multi-task with composure are essential.
- Goal oriented, able to meet deadlines with excellent planning and organization skills
- Ability to work some nights and weekends.

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.