

**The Los Angeles Philharmonic Association** is currently seeking a:  
**Major Gifts Officer**

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

**Position Summary:**

The Los Angeles Philharmonic Association represents the people and venues of the LA Phil. Anchored by the Los Angeles Philharmonic, the staff and administration work to support performance in our four iconic venues: Walt Disney Concert Hall, the Hollywood Bowl, the Judith and Thomas L. Beckmen YOLA Center, and the Ford. Having celebrated its 100th anniversary of performance in 2019 and the Centennial of the Hollywood Bowl in 2022, the Major Gifts Officer will play an integral role in the success of fundraising activities specific to the overall mission and strategic priorities of the Los Angeles Philharmonic Association.

The Major Gifts Officer (MGO), reporting to the Associate Director of Major Gifts, will develop and implement strategies to secure financial support from a portfolio of donor prospects identified with the capacity and inclination to make major gifts in support of the LA Phil for inclusion in the LA Phil's major giving program, the Philharmonic Council. The MGO will have a dynamic and diverse portfolio of 100-125 individuals capable of contributing to the annual Major Gifts team goal of \$6.5M-\$8M. Key responsibilities include identification, engagement, solicitation, and stewardship of prospects capable of making gifts of \$15,000 and more, with increased emphasis and activity on gifts of \$25,000, \$50,000, and \$100,000 annually.

There is a significant opportunity to work in collaboration with Research and Major Gift colleagues to strengthen the existing Annual Fund donor pipeline and to cultivate new qualified and highly rated prospects into the Major Gift effort.

The MGO works collaboratively with members of the LA Phil's Philanthropy team to support a wide-range of fund-raising activities, support for programs, future strategic goals and initiatives of the organization.

**Position Elements:**

- The Major Gifts Officer is responsible for individual fundraising goals, contributing to the collective Philanthropy Department fundraising efforts of \$30M+ annually.
- The MGO will participate in all aspects of the gift cycle in the prospect management for their portfolio:
  - Initiate contact with potential major gift and leadership level donors; develop appropriate cultivation strategies.
  - Move potential donors in an appropriate and timely fashion toward solicitation and closure.
    - Draft and present gift proposal strategies.
    - Conduct solicitation conversations and meetings, including collaboration with additional staff and Executive Team, where appropriate.
- Maintain stewardship contacts with donors; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to the needs of donors and prospects.
- Manage all prospect activities for their portfolio of 100-125 individuals.

- Work in collaboration with Research and Major Gift colleagues to strengthen the existing Annual Fund donor pipeline and to cultivate new qualified and highly rated prospects into the Major Gift effort.
- Using Tessitura, document all prospect contacts in a timely manner to ensure positive and purposeful prospect and donor relations as conducted by the Major Gift team as well as the Philanthropy Department.
- Focus on securing support for a set of organization-wide priorities that include unrestricted annual support, special projects, capital improvements, and endowment.
- Work collaboratively with and in support of volunteers, other Major Gifts Officers, Planned Giving, the Philanthropy department, and other LA Phil employees as needed to cultivate and solicit donors for organizational priorities.
- Offer prospect strategy counsel to staff as required. Be a resource for other philanthropy staff, including identifying potential volunteer connections, as appropriate.

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- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must
  - Secondary language fluency is a plus

## **COVID Workplace Safety Requirements**

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

### **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**

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. 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.