

The Los Angeles Philharmonic Association is currently seeking a: Philanthropy Operations, Gift and Data Specialist

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:

Reporting to the Director, Philanthropy Operations, the Gift and Data Specialist accurately and efficiently performs daily donation entry and constituent data management tasks in a relational database, currently Tessitura. The Specialist may also produce gift acknowledgements, lists and reports to support a high-volume fundraising and membership organization.

Position Elements:

- Primary responsibility for accurate data entry of donations from various sources utilizing industry standard best practices and coordinating closely with Finance Dept. staff.
- Primary responsibility for communicating with Philanthropy Dept. staff regarding coding, crediting and adjusting gifts.
- Liaise with Audience Services staff to coordinate adjustments to gifts associated with a ticketed transaction.
- Maintain membership records according to Philanthropy Dept. business rules and donor intentions.
- Significant responsibility for accurate data entry of biographical changes and overall constituent record maintenance.
- Primary responsibility for Tessitura Customer Service Issue resolution regarding contribution inquiries or adjustments.
- Ensure gifts are assigned the correct receipt and acknowledgment types to ensure appropriate and timely substantiation.
- Assist with maintaining gift receipt and acknowledgment templates and assist with producing these documents, as needed.
- Generate monthly reports for reconciliation with Finance Dept. Resolve any issues to the satisfaction of both Philanthropy and Finance.
- Assist with monthly production of scheduled pledge reminders. Coordinate with colleagues to confirm information is up to date for accurate reminders.
- Assist Philanthropy and Finance staff as needed to produce routine lists and reports and occasional custom or ad-hoc list support or back-up.
- Identify opportunities for database functionality and process improvement. Coordinate with Finance and IT staff to solve problems and implement solutions.
- Maintain accurate Philanthropy Operations policy and procedure manual.
- Incorporate department best practices related to database integrity and current philanthropic issues that ensure the department is compliant with fundraising standards.
- Support other departmental processes such as incoming mail delivery, daily gift reports, special event data entry and other tasks.
- Maintain appropriate files of contribution records, including document scanning.
- Serve as a Tessitura resource for Philanthropy and Finance staff.
- Special database-related projects and other duties as assigned.

Position Requirements:

- Minimum of 3 years' work experience in a non-profit fundraising department and specifically

in an advancement services/development operations capacity in a high-volume environment.

- Must be accurate, extremely detail-oriented, organized, and efficient; excellent time management skills.
- Experience with Tessitura or another relational database.
- Expertise with MS Windows particularly Excel using merge functionality and pivot tables.
- Demonstrate knowledge of IRS rules and regulations relevant to gift documentation and substantiation and overall gift administration practices.
- Familiarity with non-profit industry best practices relevant to gift processing and data management.
- Exercise sound judgment and analysis to resolve procedural and financial discrepancies.
- Ability to prioritize and independently manage assigned tasks and projects.
- Ability to maintain confidentiality and integrity of constituent data.
- Participation in appropriate professional development and networking opportunities.
- Willingness to work occasional overtime in support of organizations fundraising and friend-raising events.
- 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 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.