

## **The Los Angeles Philharmonic Association is currently seeking a: Research Analyst**

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 Research Analyst, reporting to the Senior Manager, Research and Prospect Development, actively contributes to the qualification and identification of donor prospects for the Philanthropy department of the Los Angeles Philharmonic: conducts prospect research, provides prospect management support, and maintains the accuracy and confidentiality of the CRM database.

### **Position Elements:**

- Research current and prospective individual, corporate and foundation donors to determine philanthropic propensity, financial ability to give, and interest in the Los Angeles Philharmonic
- Produces donor/prospect profile reports with accuracy, timeliness and attention to detail; prepares event bios
- In addition to performing research requested by Philanthropy staff, identify new prospects through the proactive analysis of current periodical literature, alerts, lists, and database
- Support prospect screening and data mining projects
- Provide prospect management support to effectively manage, measure and analyze the movement of prospects through the fundraising cycle
- Develop donor and prospect lists and reports on an as needed basis
- Ensure that all completed research is tracked and saved in the database
- Assist in maintaining the integrity of donor records in the database
- Remain current and fully informed on Tessitura updates, Research trends and available resources
- Monitor news alerts on a daily basis as they relate to major donors, prospects, Board members, and all major philanthropy activity in Los Angeles
- Develop and maintain effective interactions with Philanthropy staff
- Participate in Philanthropy staff meetings, Philanthropy Operations meetings, and strategy sessions with Philanthropy staff members
- Regular and reliable attendance
- Other duties as assigned which may include non-research-based activities
- Maintain active APRA and CARA memberships

### **Position Requirements:**

- BA degree preferred, and at least 3 years of relevant experience required
- Prior experience in research and/or data analytics, in a nonprofit fundraising setting preferred
- Exceptional ethics and integrity, ability to be discrete and maintain confidentiality; must adhere to APRA's Statement of Ethics
- Knowledge of capacity rating systems and demonstrated experience providing capacity estimates; familiarity with data mining and prospect screening

- Excellent writing and communications skills
- Proficiency with Office 365 applications and other current applications for efficient workflow
- Proficiency with donor database management software (preferably Tessitura), and prospect research software, including DonorSearch, Iwave, Relsci, and Lexis Nexis
- Demonstrable ability to work accurately and productively under deadline on a number of different tasks simultaneously
- Detail oriented and demonstrated ability to quickly and concisely synthesize large amounts of information
- 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.