

The Los Angeles Philharmonic Association is currently seeking a: Senior Coordinator of Affiliates & Annual Fund

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 Senior Coordinator of Affiliates & Annual Fund, reporting directly to the Associate Director of Special Events & Affiliates will support the LA Phil Affiliates (comprised of 18 committees and 850+ volunteers) and the Affiliate Chair and Board (comprised of 35+ volunteers) with all volunteer fundraising and engagement efforts. The Affiliates contribute approximately \$1M to 1.2M through donations, special events and ticket sales annually to the LA Phil. The role will support the Associate Director with cultivating volunteer committee membership, planning and executing all volunteer special events and activities, as well as setting and achieving short-term and long-term goals for the Philanthropy department and LA Phil.

Position Elements:

- Provide administrative support for volunteer activities including, but not limited to:
 - Updating and maintaining the Tessitura database, mail/email distribution lists, and rosters.
 - Distributing mass volunteer-related communications, i.e., newsletters, invitations.
 - In collaboration with Philanthropy Operations coordinating all gift processing procedures and donor acknowledgments.
 - Communicating and enforcing the volunteer activities policies and procedures, membership materials, and financial reports at the start of each season.
 - Revising all print material and web pages related to LA Phil volunteer programs.
 - Scheduling volunteers for a variety of programs and activities.
 - Responding to inquiries from prospective LA Phil volunteers.
- Assist with the execution of various LA Phil solicitation strategies and plans (mail, email, phone, in-person) to meet fundraising goals, in tandem with revenue goals for Annual Fund and Gift Planning teams.
- Support with approximately 4-5 solicitation mailings per year including, but not limited to:
 - Compiling data
 - Distribution of digital and print materials
 - Monitoring the input and accuracy of donations in the Tessitura database
 - Generating monthly reports
 - Creating/distributing material for individual committee solicitation efforts
- Collaborate with Volunteer Leadership and Associate Director to plan and execute LA Phil sponsored volunteer fundraising, membership, and stewardship events, including but not limited to:
 - Designing and mailing/emailing invitations
 - Tracking RSVPs
 - Printing and assembling nametags and programs
- In partnership with the Annual Fund/Strategic Projects and Special Events teams, support with strategic planning to create and enhance current Affiliate programs, increasing engagement and philanthropic efforts for Affiliates.

- With guidance from the Associate Director, work closely with the Planned Giving team to help identify and inform Affiliates about planned gifts, and support with the team's cultivation and stewardship efforts.
- Manage the Junior Patron membership program, which includes communication to Junior Patron families, fulfillment of benefits, donor recognition of Junior Patron members, yearly renewal of members, and handling all Junior Patron inquiries.
- Oversee the logistics and tours associated with educational outreach programs at LA Phil venues as assigned.
- Supervise event logistics at the Hollywood Bowl Volunteer Cottage, including but not limited to:
 - Managing the Cottage's schedule
 - Coordinating set up needs and communicating parking information
 - Sending Cottage event memos to the Hollywood Bowl Operations team.
 - Providing day-of support to ensure that the space is maintained.
- In conjunction with Volunteer Leadership and Associate Director, recruit, train, and supervise volunteers for programs at LA Phil Venues. Manage expectations and ensure volunteers are following LA Phil policies and procedures.
- Represent the LA Phil at select volunteer and donor functions throughout Los Angeles and serve as a liaison for volunteer outreach within the community.
- Other volunteer activities and fundraising duties as assigned.

Position Requirements:

- Minimum of 2+ years of fundraising experience with a focus in volunteer management, preferably with a nonprofit arts organization.
- Experience in a progressive organization or project management experience in a comparably complex and high-visibility professional environment(s).
- Exceptional project management skills and ability to multi-task within strict timelines and budgetary constraints.
- Ability to think critically and strategically to anticipate challenges and trouble-shoot.
- Solid organizational and time management skills with proven ability to produce desired results in a high volume, fast paced environment.
- Ability to work independently under own direction and initiative.
- Strong administrative support and coordination skills with exceptional attention to detail and follow-through.
- Excellent writing and communication skills, including the ability to interface with multiple departments.
- Demonstrated leadership and supervisory skills with assigned staff and volunteer workers and ability to adhere to work within the policies and guidelines of the Association.
- Strong desktop computing skills including Word, Excel, Publisher, PowerPoint, and Outlook.
- Knowledge of Tessitura or other fundraising database(s) preferred.
- Excellent communication skills and proofreading skills, with the ability to create and prepare key information.
- Experience with fundraising databases, such as Raiser's Edge, Tessitura, and other CRM/ticketing databases.
- Experience in Microsoft Office suite, Google suite, Zoom, Slack.
- Music background preferred; passion for the Association's mission is critical.

- B.A. in the arts preferred or equivalent experience. Performing arts background preferred.
- 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.
- Must be available to work evenings and weekends
- 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.