

## **The Los Angeles Philharmonic Association is currently seeking a: Senior Coordinator, Major Gifts**

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 Senior Coordinator, Major Gifts 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 Senior Coordinator, Major Gifts, reporting to the Director of Major Gifts, is an integral member to the Major Gifts team. They will work closely with a dynamic and experienced team of fundraisers, contributing to the annual Major Gifts team goal of \$6.5M-\$8M. This position will collaborate across teams, manage, and execute all donor communications, stewardship, and outreach, and strategically organize and manage all aspects of the donor database, on behalf of the Major Gifts team.

They will be responsible for coordinating and tracking annual, special project, and campaign solicitations and stewardship activities for Major Gifts (\$15,000+). The Major Gifts team secures 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 Senior Coordinator, Major Gifts will maintain effective methods to document and communicate information on fundraising progress to meet budget goals and deadlines and participate in development strategic planning and implementation as required. They will provide administrative support as required to the Major Gifts team, including the Director of Major Gifts and Senior/Major Gift Officers. This position will work collaboratively with members of the LA Phil's Philanthropy team to support a wide range of fund-raising activities, support for programs and future strategic goals and initiatives of the organization.

### **Position Elements:**

- Collaborate and provide administrative and program support to Major Gifts team, including the Director of Major Gifts and Senior/Major Gift Officers.
- Use Tessitura database tools/analytics to maintain detailed prospect management and solicitation strategies for all prospects under management. Track and report on all stages of the fundraising process. Update and distribute documents as needed.
- Coordinate prospect management information with Research and Philanthropy Operations team to ensure accurate record keeping and report on variances to revenue and timing.

- Collaborate with frontline fundraisers, research, and other key staff to ensure that fundraising plans are updated and accurate for all donors and prospects under management.
- Maintain database best practices and be the team leader for all database-driven analysis and reporting, and make recommendations for efficiency and improvement.
- Coordinate stewardship process for Major Gifts Team to ensure accuracy of donor recognition; this includes digital and in-print recognition (*Performances* magazine), coordinate with Marketing Department and Stewardship to ensure accuracy.
- Manage donor communication campaigns, correspondence, and proposal preparation as required including email correspondence and large mailings.
- Coordinate and participate in Philanthropy meetings and strategy sessions to facilitate the fundraising process and maximize contributed revenue.
- Draft meeting agendas and facilitate follow-up as needed.
- Collaborate with Special Event and Stewardship teams to coordinate Major Donor stewardship and cultivation events from inception to completion, as required; track and manage RSVPs for small and in-house major donor events and other cultivation and stewardship events, both at our venues and off-site.
- Act as the team liaison with other departments including Artistic Planning, Orchestra Management, Marketing, Finance and Production. Correspond with the Music Center Founders Office at the Music Center to organize accurate reservations and expense statements.
- Maintain confidentiality and accuracy of donor and prospect information.
- Regular and reliable attendance.
- Other duties as assigned.

**Position Requirements:**

- 3-5+ years successful experience in database and project management, preferably in the arts, consistently meeting goals and performance objectives with demonstrable ability to plan and implement fundraising solicitations and strategies.
- Bachelor's Degree
- Broad knowledge of the principles of fundraising; a background in annual and planned giving a plus.
- Ability to understand the aspirations and interests of patrons in order to develop relationships between them and the LA Phil.
- Must have knowledge and experience with Tessitura.
- Interest in and dedication to promoting the Association's priorities through developing excellent relationships with staff, board members, volunteers, and the Philanthropy department.
- Successful experience developing cultivation and solicitation strategies for varying gift levels.
- A demonstrated record of completing assignments, including timely documentation of donor contacts in the development database.
- Music / Arts background and knowledge of the Los Angeles philanthropic community a plus.
- Excellent oral, written, and interpersonal skills.
- Strong problem solving, research, and analytical skills.
- Strong organizational and strategic planning skills.
- Team-oriented approach with a track record of respecting co-workers and volunteers.
- Must be self-motivated, creative, and have great attention to detail.

- Must be comfortable and proficient with technology including Microsoft Office Suite, internet-based collaborative applications, social media, and donor software.
- Ability to be flexible and adapt to changing work priorities and assignment.
- Maintain confidentiality and accuracy with respect to all donors and prospect information.
- Flexibility to work evenings and weekends.
- 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.