

The Los Angeles Philharmonic Association is currently seeking a: Senior Manager, Research and Prospect Development

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 Manager, Research and Prospect Development, reporting to the Director, Philanthropy Operations, leads the Research team of the Los Angeles Philharmonic's Philanthropy department in the planning, organization and prioritization of prospect research goals and objectives: conducts timely and effective research in support of the solicitation of gifts from individuals, foundations, corporations and government funding sources: reviews and/or develops solicitation strategy recommendations and participates in fundraising strategic planning. This Senior Manager acts as a Business Analyst, providing consultative services for the Philanthropy teams in the areas of research and prospect development with emphasis on best practices and systems.

The Senior Manager, Research and Prospect analyzes and evaluates financial, statistical, and narrative documents to compile research data and determine a targeted prospect's available resources and interests; develops, implements and leads prospect management and research tracking and analytics initiatives for the department; maintains accuracy and confidentiality of the donor and prospect research database; refines and improves upon prospect management systems for the Philanthropy department; and conducts prospect management portfolio review meetings.

Position Elements:

- Proactively and in response to requests, research current and prospective individual, corporate and foundation donors to determine philanthropic propensity, financial ability to give, and interest in the Los Angeles Philharmonic. Prepare in-depth profiles, summary briefing reports and executive paragraphs on prospects and make suggestions for solicitation strategies based on research findings. Use flexibility in writing reports for use by various staff and board members
- Review and improve quality of bibliographical profiles, research sources, data and reports. Ensure that all completed research is tracked and saved in the prospect and donor database
- Provide research strategy and support as needed for Governance and Philanthropy committees of the Board of Directors, present new prospects for Governance consideration
- On an ongoing basis, track and evaluate capacity of those prospects that self-identify through their giving, subscription, ticket purchases and special requests
- Develop pipelines of discovery prospects through internal data mining, research, and predictive modelling. Increase the number of discovery prospects identified and assigned annually
- Conduct quarterly portfolio reviews with gift officers, provide necessary research and work with Teams to develop portfolios for the on-boarding of new gift officers
- Refine and maintain prospect management and tracking systems; design tools that adequately support the management and tracking of prospects, donors and plans
- Maintain internal prospect ranking systems including engagement scores and capacity

verification data and utilize this information to prioritize and segment the donor prospect pool

- Consult with end-users to develop reports and dashboards that meet their business needs in terms of prospect identification, tracking, and analysis. This includes the creation of prospecting lists for cultivation events, and portfolio analysis reporting
- Monitor through database functionality (CSIs), the assignment and reassignment of prospects and donors
- Ensure that electronic constituent data is used strategically and effectively as a fundraising tool and regularly review strategy for ways screening information can be utilized to segment prospect pool for various cultivation and solicitation activities including tele-funding, direct marketing, and potentially targeted cultivation events
- Document procedures as they relate to prospect research and portfolio management, and monitor the consistent applications thereof
- Manage regular electronic screenings of donors and prospects including predictive modelling. Manage relationships with vendors and negotiate contracts
- Manage the Research team's annual expense budget
- Manage, supervise, and provide mentorship to the Research Analyst. Monitor workflow and help determine priorities
- Ethically facilitate the work of the Philanthropy office by following fundamental principles of personal data aggregating: relevance of information, honesty in gathering and reporting information, accuracy in recording information and confidential treatment of all constituent data
- Develop and maintain personal interaction with Philanthropy staff
- Participate in Philanthropy staff meetings and strategy
- Communicate and educate staff members about the research process and its role in optimizing fundraising. Train new users in the use of available research tools
- Participate in professional development activities as they relate to keeping abreast of current trends and practices in the field of prospect research

Position Requirements:

- BA or equivalent experience preferred
- Minimum 4 years' experience in prospect research
- Active membership and participation in APRA and CARA preferred
- Familiarity with APRA's Advanced Skills Set
- Excellent writing and communications skills
- Proficiency with desktop computing applications, especially Windows based software (Microsoft Word, Excel, Access, etc.)
- Proficiency with Windows-based donor database management software (preferably Tessitura), prospect research software
- Proficiency in research techniques utilizing both on-line and published research sources, knowledge of library reference materials
- Expectation of efficiency and accuracy under deadline on a number of different tasks simultaneously
- Ability to manage, supervise and provide leadership to a small team
- 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.