

**The Los Angeles Philharmonic Association** is currently seeking a:  
**Volunteer Activities Coordinator**

Founded in 1919, the Los Angeles Philharmonic Association's mission is to perform, present, and promote music in its varied forms at the highest level of excellence to a diverse and large audience, both at the Walt Disney Concert Hall and the Hollywood Bowl. The Los Angeles Philharmonic Association is dedicated to continuing its pre-eminent status in the music world of the 21st century.

**Position Summary:**

Reporting to the Manager, Volunteer Activities, the Volunteer Activities Coordinator supports the 17 Affiliate Committees and 900+ volunteers with fundraising efforts and outreach initiatives essential to maintaining the LA Phil's long-term strategic plan and annual operating goals.

**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
  - Overseeing the processing of all credit card charges and donations
  - Communicating and enforcing the volunteer activities policies and procedures, membership materials, and financial documents/reports
  - 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
- Support with 3-4 solicitation mailings per year including, but not limited to:
  - Compiling data
  - Printing and distributing material
  - Monitoring the input and accuracy of donations in the Tessitura database
  - Generating monthly reports
  - Creating/distributing material for individual committee solicitation efforts
- Assist Manager, Affiliate Board, and Chair with the planning and execution of 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
- Coordinate 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 the Hollywood Bowl
- 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
- Collaborate with Manager, Affiliate Board, and Chair to recruit, train, and supervise volunteers for programs at WDCH and the Hollywood Bowl. 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:**

- Solid organizational and time management skills with proven ability to produce desired results in a high volume, fast paced environment
- Experience working in a non-for-profit fundraising environment preferred; college degree desired
- 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
- Strong desktop computing skills including Word, Excel, Publisher, PowerPoint, and Outlook
- Knowledge of Tessitura or other fundraising database preferred
- Mission driven with passion for music and performing arts
- Must be available to work evenings and weekends

**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.