



Director of Legacy Giving, Advancement

As L.A.'s premiere performing arts destination, The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The \$70 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; on Jerry Moss Plaza; outside at Gloria Molina Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County; and on a digital platform called The Music Center Offstage. TMC Arts presents world-class dance with Gloria Kaufman Presents Dance at The Music Center, free and low-cost public concerts and events, as well as K-12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, the plaza and Grand Park, which comprise \$2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, Tech Services, and Marketing and Communications. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Position Summary:

The Director of Legacy Giving is a highly collaborative, proactive, resourceful professional who is passionate about arts, culture and civic engagement. Reporting to the Vice President of Advancement and serving as an integral member of the development team, the Director is responsible for developing meaningful relationships by creating and overseeing planned giving strategies that connect donors to the mission and vision of The Music Center.

The candidate for this position will join a 22-person team of dynamic fundraising professionals. The Music Center is led by committed, diverse and inspirational leaders. The Director is responsible for the planning and implementation of all aspects of The Music Center's legacy giving program and setting the stage with prospects as the organization prepares to launch a historic comprehensive campaign.

Key Responsibilities:

- Develops and manages a portfolio of approximately 100 legacy and major gift prospects.
- Promotes, educates, and supports legacy giving opportunities with donors and staff.
- Administers a strategic legacy giving program designed to secure planned and endowment gifts, including gifts through wills, estate planning, life insurance, charitable gift annuities, and various forms of trusts. Provides expertise on donor advised funds and IRA Charitable Rollovers.
- Serves as the primary liaison with The Music Center Foundation which manages The Music Center's endowment. The foundation is a separate 501(3)c and is a strategic partner which provides guidance and expertise in planned giving.
- Manages the Dorothy Chandler Legacy Society.

- Oversees legacy giving marketing strategies including newsletters, website content, brochures, direct mail, and e-communications; coordinates all aspects of each marketing vehicle.
- Maintains professional skills and relationships with peers in legacy giving in order to remain current on trends and opportunities.
- Ensures legacy gifts are in compliance with The Music Center's Gift Acceptance Policy and works with CFO and legal counsel on complex gift agreements.
- Analyzes program results of the legacy giving program; develops reports and materials for the Board of Directors; tracks annual goals and budget projections.
- Collaborates with program managers and leadership to identify funding opportunities and engage donors.
- Creates compelling proposals, stewardship reports, and acknowledgements.
- Analyzes and gathers prospect research and develops strategies for individual donors and prospect segments.
- Utilizes Tessitura to provide timely tracking and management of donor interactions and monitor progress.
- Works independently and remains self-motivated in initiating contacts with donors in portfolio.
- Maintains best practices and demonstrates a spirit of collaboration with the team in achieving departmental goals.
- Work weekends, nights, and holidays as needed.
- Special projects and additional duties as assigned.

Qualifications:

- Bachelor's Degree required, along with at least five years of experience in fundraising with an emphasis on legacy giving. Advanced degree/certification in planned giving is a plus.
- Demonstrated knowledge of fundraising and planned giving vehicles with a record of successfully soliciting and securing annual, planned, endowment and blended gifts.
- Exceptional interpersonal and writing skills, a strategic mindset, and sense of diplomacy. Must practice discretion with confidential information.
- Must be willing and available to work evenings and weekends according to program and performance related scheduling.
- Some travel, mostly within Southern California.
- Experience working with Tessitura, Raiser's Edge or similar data management system.

Vaccination Policy: The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated against COVID-19, receiving either the primary 2-dose or 1-dose vaccine. At the Music Center, fully vaccinated is defined as 14 days after receiving the second dose of the 2-dose vaccine (Pfizer or Moderna) or 14 days after receiving the 1-dose vaccine (J&J). Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

Salary: The salary range for this position is \$110,000 - \$120,000 a year. This is a full-time, exempt position. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, a 401(k) plan with employer contribution, and paid vacation and sick days.

The weekly administrative schedule is 35 hours per week, approximately 9 am – 5 pm Monday to Friday, with adjustments to accommodate special events and activities. Currently, The Music Center practices a hybrid (remote with scheduled onsite team days) weekly schedule and work onsite/in person for live

events, which may require on-site support. This scenario may change and is also subject to the responsibilities of the position.

Compensation package includes medical, dental and vision plans, group term life insurance, flexible spending accounts, vacation and sick accruals, and 401(k) plan with employer match.

To apply, please click [here](#).

Please submit a cover letter and resume. Incomplete submissions will not be considered.

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