



Coordinator, Annual Giving

The Music Center is one of the largest and most highly regarded performing arts centers in the country. As L.A.'s premier 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 non-profit performing arts organization has two divisions: The Music Center Arts (TMC Arts) and The Music Center Operations (TMC Ops). TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, on Jerry Moss Plaza, outside at Grand Park—a 12- acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with Glorja Kaufman Presents Dance at The Music Center, free and low-cost public concerts and events, as well as K–12 arts education programs. TMC Ops manages the theatres, the Plaza and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Currently The Music Center is searching to fill the role of **Coordinator, Annual Giving**.

The Music Center seeks a proactive, detail-oriented and organized professional to support The Music Center's annual giving and recognition programs. The Coordinator, Annual Giving works on a variety of communications, projects, and events for Friends of TMC Arts, Center Dance Arts, The Music Center's Ambassadors, and The Music Center's Spotlight.

The ideal candidate is passionate about arts, culture, and civic engagement, and highly motivated by The Music Center's mission.

Reporting to the Senior Director, Annual & Leadership Giving and supporting the Assistant Director of Annual Giving and Membership Manager, the Coordinator, Annual Giving is part of a 20-person Advancement department that collaborates closely with Marketing & Communications and TMC Arts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Primary administrative support for the Senior Director with additional support for other Annual Giving team members, including answering phones, scheduling, expense tracking and coding, database updates and record-keeping, and other tasks as assigned.
- Support production of membership appeals, telefunding materials, newsletters, email campaigns, acknowledgement letters and website content.
- Maintain and track the calendar of events and projects, proactively supporting the team's success in meeting deadlines.
- Facilitate meeting logistics including but not limited to scheduling, agenda and material preparation, Zoom/conference call set-up, audio/video set-up, catering arrangements, meeting notes and follow-up.
- Assist with planning and execution of donor events, including collecting and tracking RSVPs and guest reception at events.
- Work closely with Advancement Services team to ensure accurate maintenance of records in our database.
- Assist Senior Director with tracking of Moves Management processes in the Tessitura database.
- Provide support for donor recognition, gifts, photos, special occasion cards, and other stewardship.
- Work with outside vendors to facilitate production and mailing of printed materials, custom gifts, and other items as needed.

QUALIFICATIONS AND REQUIREMENTS:

- One to two years professional nonprofit experience preferred.
- High school diploma required. Bachelor’s degree or equivalent experience preferred.
- Excellent written and verbal communication skills, including the ability to present information in a variety of formats.
- Discretion with confidential and sensitive information including donor and prospect data.
- Highly organized and able to effectively prioritize projects with conflicting deadlines.
- Intermediate experience with Microsoft Word, Excel, Outlook, and PowerPoint required.
- Strong aptitude for learning software applications required.
- Experience working with one or more of the following applications (or similar) preferred: Tessitura, Wordfly, Microsoft Teams, Monday.com, Zkipster, and Adobe Creative Suite.
- Highly dependable and punctual.
- Ability to work well under pressure and adapt to changing needs.
- Exceptional customer service ethic, diplomacy, and tact.
- Experience working with events and/or donor relations a plus.
- Ability to work both collaboratively and independently.
- Ability to work some nights and weekends as needed.

SALARY: Commensurate with experience.

This is a full-time, non-exempt hourly position. The weekly administrative schedule is 35 hours per week, approximately 9-5 M-F, with adjustments to accommodate special events and activities. As an hourly position, this role is eligible for overtime pay. Compensation package includes medical, dental and vision plans, welfare benefits, generous paid vacation and sick days, and 401(k) plan with employer contribution.

PLEASE NOTE: Currently, this position is working remotely; this scenario may change and is also subject to the responsibilities of the position.

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 no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center’s Human Resources Department for a copy of the vaccination policy.

HOW TO APPLY:

To be fully considered for the position, please submit a cover letter, resume, and salary expectation to Jobs@MusicCenter.org or fax (213) 972-0721.

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

EQUAL OPPORTUNITY EMPLOYER