DIRECTOR OF BOARD RELATIONS

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 organization is highly committed to its core values of creativity, community, collaboration and a moral center and places significant emphasis on diversity, equity, and inclusion (DEI). The non-profit performing arts organization has two divisions: TMC Arts and TMC Ops. TMC Arts, The Music Center’s programming engine, provides year-round programming inside The Music Center’s four theatres, on The Music Center 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 Glorya 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’s Advancement Department has an immediate opening for **Director of Board Relations**.

The Director of Board Relations is responsible for providing oversight for the organization’s work with The Music Center Board of Directors, managing all board functions and developing effective relationships with its members.

The Director is a highly collaborative, proactive, resourceful professional who has a good understanding of board governance, relationships, responsibilities, and operational duties.

The Director understands and embraces The Music Center’s mission, vision and core values and the institution's commitment to diversity, equity and inclusion initiatives and has a passion for advancing the arts.

This position reports to the Senior Vice President of Advancement and has a close working relationship with the Senior Vice President of Marketing and Communications and the President and CEO on all board-related activities.
PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supports the work of the President’s Office and the Advancement Department in board member engagement including planning and implementing all board meetings, retreats, and board-related activities.
- Supports the Board Chair and Board Committee Leadership.
- Provides partnership in advancing the work of the board and engaging its members. Builds and maintains strong relationships with board members.
- Coordinates with The Music Center’s Executive Team to facilitate and support the work of the board committees to fulfill governance responsibilities and ensure all work is well-documented and appropriately approved and archived.
- Provides direct oversight for the Nominating and Governance Committee working closely with the CEO, Senior Vice President of Advancement, Board Chair, and Committee Chair to identify and cultivate board candidates and address issues related to governance.
- Supports the President and Board Chair in evaluating current and projected composition of committees. Helps to place members in committees that advance the work of The Music Center and align with individual members’ interests.
- Prepares all board-related presentations and reports.
- Facilitates onboarding and offboarding of board members.
- Conducts regular assessment and analysis of board involvement and activities.
- Develops and implements a board communications action plan, working closely with the Senior Vice President of Marketing and Communications, including drafting all internal and external board communications with a focus on consistency and frequency.
- Manages, updates and helps launch a new board portal.
- Works closely with Music Center leadership and The Music Center’s legal counsel to guide governance as outlined in the board by-laws and ensures proper compliance protocols are met.
- Serves as an internal resource for all board-related matters.
- Performs high-level administrative tasks related to the board including planning, preparation, implementation and follow up for board meetings. In partnership with the Board Chair, CEO and Executive Team, develops board/committee meeting schedule, agendas, talking points and materials.
- Ensures that board records, minutes and correspondence are maintained and properly secured.
- Develops, manages, and oversees the annual board budget.
- Reports to the Senior Vice President of Advancement with close working relationship with both the President and CEO and the Senior Vice President of Marketing and Communications.

QUALIFICATIONS AND REQUIREMENTS:

- 7+ years' experience, preferably working with a non-profit organization.
- Exceptional interpersonal communications skills and able to interact with different personalities effectively and diplomatically.
• Outstanding planning, project management and logistical skills.
• Strong writing and proofreading skills.
• Able to synthesize complex information and communicate to a diverse set of stakeholders.
• Skilled in handling sensitive information and confidential matters with discretion, diplomacy and tact.
• Able to set and maintain priorities amidst fluctuating workload and dynamic circumstances.
• Expert skill-level in operating personal computer hardware and the MS Office suite including database software.
• Experience working with Tessitura, Raiser’s Edge or similar donor data management system a plus.
• Employs good judgment. Has impeccable discretion above all else and respects and maintains confidentiality.
• Demonstrates integrity and fiscal accountability.
• Able to work collaboratively and in an energetic and changing environment.
• Enthusiasm for and commitment to the arts a plus
• Available to work select evenings and weekends.
• Note: The position requires minimal travel, mostly within Southern California.

**SALARY RANGE:**
This is a full-time exempt position; salary is commensurate with experience.

**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) 972-8029.

**EQUAL OPPORTUNITY EMPLOYER**