Major Gifts Officer, Advancement

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 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.

The Music Center has an opportunity for the role of Major Gifts Officer.

The Major Gifts Officer (MGO) is a collaborative, proactive, resourceful professional who is part of the frontline fundraising team in a 20-person department. The Advancement team recently completed a highly successful capital campaign to renovate The Music Center’s 50-year-old plaza, creating a vibrant gathering space for the community. On the heels of this campaign, the team secured a $25 million gift providing the organization with a historic opportunity to expand the already significant impact on the communities we serve.

The Music Center seeks an individual who is passionate about arts, culture and civic engagement to join the Advancement team as it builds on its fundraising momentum to even greater heights. The MGO provides expertise in building relationships with established donors and initiates strategies to engage prospective donors with The Music Center. Reporting to the Vice President of Advancement, this position will join a dynamic team of fundraising professionals, working collaboratively to further the vision and mission of The Music Center. The Music Center is led by an inspirational leader, Rachel Moore, alongside a diverse and committed Board of Directors.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

Key Responsibilities:

- Establishes and meets annual goals for identification, cultivation and solicitation of prospects to increase total giving, retain and upgrade donors, and expand the number of major gift donors.
- Manages a portfolio of 75-100 major gift prospects with a gift capacity rating of $50,000+.
- Identifies and rates individual major gift and planned giving prospects. Obtains information concerning financial capability, special interests, giving history, and current connections to The Music Center.
- Effectively prepares meeting materials, stewardship reports and major gift solicitations including, but not limited to high-quality solicitation materials.
• Analyzes prospect research with a keen understanding of moves management to steward donors towards major gifts.
• Utilizes Tessitura to track and manage donor/prospect portfolio and monitor individual results toward fundraising goal; adhere to timely reporting of results to ensure accuracy of the fundraising pipeline and year-end projection forecasts.
• Maintains current and accurate files on all individual donors.
• Works independently and remains self-motivated in initiating contacts with donors in portfolio as well as collaboratively with the team on achieving departmental goals in an energetic and changing environment.
• Special projects and additional duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:
• Bachelor’s degree (B.A.) from four-year college (or equivalent experience) with a minimum of 5-years’ non-profit work experience and a proven record of successful cultivation and solicitation of major gifts.
• Demonstrated working knowledge of all areas of fundraising, with an emphasis on soliciting and securing five to six figure gifts from individual donors.
• Exceptional interpersonal and influencing skills, tact and diplomacy.
• Strategic thinker with strong writing skills.
• 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.

PLEASE NOTE: Currently the position is working remotely, however, a return to the office environment will be required when the Center reopens as per County and CDC guidelines.

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.

SALARY RANGE: is commensurate with experience this is a fulltime exempt position; compensation package includes health and welfare benefits, paid vacation and sick days, 401(k) plan with employer contribution.

HOW TO APPLY:
To be fully considered for this position please email your cover letter, resume and salary expectation to jobs@musiccenter.org or fax to (213) 972-0721. Incomplete submissions will not be considered.

EQUAL OPPORTUNITY EMPLOYER