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 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.

The Music Center is currently in search of a **Major Gifts Officer** for the Advancement Department.

The **Major Gifts Officer** is a highly collaborative, proactive, resourceful professional who is part of the frontline fundraising team for the Advancement department and has a commitment and passion for advancing the arts. The MGO manages relationships with established donors and initiates strategies to engage prospective donors in The Music Center’s vision and mission. This position provides expertise in cultivating, soliciting and stewarding high level donors and prospects. The MGO also manages The Music Center’s planned giving program, the Dorothy B. Chandler Legacy Society.

This position reports to the Assistant Vice President of Advancement and closely collaborates with team members across departments in addition to developing and maintaining effective relationships with volunteers and donors.

**PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Establish and meet annual goals for identification, cultivation and solicitation activity.
- Manage a portfolio of up to 100 major gift prospects with a gift capacity rating of $50,000+ through cultivation of relationships, gift solicitation, and stewardship.
- Average 10-15 in-person visits per month with donors and prospects; submit 3-6 requests for support from personal portfolio per month; and qualify 20-30 new prospects annually.
- Develop strategies for the successful solicitation of major gift prospects in alignment with The Music Center’s priorities.
- Work closely with colleagues to identify prospects and existing donors who have a passion for The Music Center.
- Ability to work independently and be self-motivated in initiating contacts with potential donors.
- Collaborate with the Advancement Services team to ensure timely and accurate maintenance of all gift, solicitation and donor information and to ensure tracking and fulfillment of pledges, donor recognition activities, receipting and timely acknowledgements.
- Facilitate and maintain the Dorothy B. Chandler Legacy Society which recognizes planned and endowment giving. Oversee marketing materials, newsletters and web site content and design and coordinate all aspects of legacy society mailings.
- Special projects and additional duties as assigned.
QUALIFICATIONS AND REQUIREMENTS:

- Bachelor’s degree (B.A.) from four-year college with 2-3 years directly related progressively responsible work experience with 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 and grants from individual donors.
- Exceptional interpersonal and influencing skills, tact and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff and donors.
- Position requires a clear, imaginative thinker and a strong writer who is able to recognize and strategically act upon connections between individual donor giving motivations and The Music Center’s needs.
- Excellent verbal and written communication skills.
- Integrity and fiscal accountability.
- Ability to work collaboratively and in an energetic and changing environment.
- 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 fundraising data management system.

SALARY: Commensurate with experience.; this is a full-time exempt position.

HOW TO APPLY: Please submit a cover letter, resume, writing sample and salary expectation to email jobs@musiccenter.org or fax (213) 972-8029.

EQUAL OPPORTUNITY EMPLOYER