



JOB POSTING
DIRECTOR OF EVENTS AND STEWARDSHIP, ADVANCEMENT

The Music Center is one of the largest and most highly regarded performing arts centers in the country with a vision to deepen the cultural lives of all Angelenos. As L.A.'s premier performing arts destination, it has long been at the forefront of presenting innovative and critically acclaimed programs. With four iconic theaters and four renowned resident companies – Center Theatre Group, the LA Master Chorale, the LA Opera, and the LA Philharmonic – The Music Center is a place where audiences find inspiration in live performance. The Music Center also programs and manages Grand Park, a 12-acre adjacent greenspace. In addition to its illustrious dance programming, free and low-cost engagement experiences and nationally recognized arts learning programs, The Music Center partners with local communities to expand events and activities beyond its downtown campus directly into schools and neighborhoods.

DUTIES AND RESPONSIBILITIES: The *Director of Events & Stewardship* is a highly collaborative, proactive, resourceful leader who provides expertise, guidance and oversight of signature events and donor stewardship for the advancement department. Reporting to the Vice President of Advancement and serving as an integral member of the advancement team, this individual is responsible for the development, execution and assessment of events and stewardship activities that engage major donors and board members.

The Director is accountable for creating a strategic and thoughtful plan for events and stewardship that advances the team's efforts to maintain and strengthen high-quality individual relationships. To this end, the Director conceptualizes and implements large-scale events such as the annual Spotlight Grand Finale, fundraising galas, and leadership dinner as well as smaller cultivation dinners, membership activities, and digital events. The Director identifies and implements other meaningful stewardship opportunities such as donor trips, annual gratitude report, unique donor gifts, and inscriptions, and may take on select special projects. This position is responsible for a minimum fundraising goal of \$500,000 net for galas and partnering with the senior team in achieving an annual \$1 million goal for the Spotlight program.

The Director partners with key internal stakeholders across departments, on-site and off-site vendors, volunteer leadership and event committees. Close coordination with and management of event vendors and consultants is required. This position oversees a Coordinator of Events and Stewardship.

REQUIREMENTS AND QUALIFICATIONS: This is an extraordinary opportunity for a driven and results-oriented advancement professional to join a dynamic team in advancing The Music Center's vision to deepen the cultural life of every resident of Los Angeles County. The successful candidate is knowledgeable about the donor cycle and experienced in identifying opportunities that help build meaningful relationships. A Bachelor's Degree is preferred along with at least 5 years of special events management. Experience working in non-profit field is a plus. Exceptional interpersonal skills and diplomacy along with strong written and verbal communication are essential. Must have the ability to navigate competing priorities and adapt quickly in a changing environment. Proficiency with Microsoft

Office, mail merges and web searches is required and experience with Monday, Zkipster, Tessitura (or similar fundraising database system) is a plus. Must be highly dependable and available to work select evenings and weekends.

SALARY: Commensurate with experience. This is a Full-Time, Exempt position. Compensation package includes health and welfare benefits, paid vacation and sick days, 401(k) plan with employer contribution.

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. In addition, effective January 17, 2022, all employees of The Music Center who are required to be vaccinated for COVID-19 under The Music Center's COVID-19 Policy shall be required to timely obtain and show proof that they have received a booster within the timeframe recommended by the CDC.

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

**INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.
EQUAL OPPORTUNITY EMPLOYER**