



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.

Position Summary:

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.

Key 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.
- Discretion with confidential and sensitive information including donor and prospect data.

Qualifications:

- One to two years professional nonprofit work experience is preferred.
- Bachelor’s degree or equivalent experience preferred.
- Experience working with events and/or donor relations a plus.
- Excellent written and verbal communication skills, including the ability to present information in a variety of formats.
- Highly organized and able to effectively prioritize projects with conflicting deadlines.
- Intermediate experience with Microsoft Word, Excel, Outlook, and PowerPoint 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.
- Maintain flexibility and ability to adapt to changing needs.
- Exceptional customer service ethic, diplomacy, and tact.
- Ability to work both collaboratively and independently.
- Ability to work holidays, nights, and weekends as needed.

SALARY RANGE: 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.

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

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