



## **Assistant Director, Corporate Sponsorships**

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's Advancement Department is currently seeking an **Assistant Director, Corporate Sponsorships**.

The Assistant Director, Corporate Sponsorships, is an exciting opportunity to build corporate revenue for The Music Center. Reporting to the Senior Director of Institutional Giving, the Assistant Director will have significant revenue-generation, relationship building, stewardship, strategy, and implementation responsibilities, including prospect identification, solicitation, agreement execution and relationship growth.

Experienced in nonprofit development, in particular corporate sponsorships, the ideal candidate is passionate about arts, culture, and civic engagement, and highly motivated by The Music Center's mission.

The Assistant Director, Corporate Sponsorships is part of a 20-person Advancement department and regularly collaborates with the Marketing & Communications and TMC Arts programming departments.

### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

#### **Corporate Revenue Generation**

- Partner with the Senior Director on the launch of a dynamic new Corporate Membership Circle.
- Create and implement short- and long-term strategies in collaboration with the Senior Director to activate new opportunities for corporate support.
- Initiate innovative ideas to generate new revenue, add value to partnerships, and meet the philanthropic and business goals of The Music Center's sponsors.
- Build and manage a portfolio of 50 corporate donors and prospects at the \$25,000 level and above; Year 1 Annual Goal: \$250,000.

#### **Stewardship**

- Serve as primary manager of the Corporate Membership Circle, developing collegial relationships with members.
- Facilitate contracts on new sponsorship terms.
- Provide concierge level response to members' inquiries.



- Ensure prompt gift acknowledgement and benefits fulfillment with support from Advancement Coordinator; monitor implementation of donor recognition.

#### **Implementation**

- Work closely with Senior Director to execute corporate strategy; create and plan the Corporate Membership Circle's benefits including events;
- Coordinate with Music Center colleagues to ensure sponsorship terms align with TMC's mission and comply with Music Center processes; ensure that the CMC benefits are effectively executed.
- Support the Senior Director in her liaison roles to TMC Arts, Grand Park, and Marketing & Communications.

#### **Communications**

- Prepare compelling corporate sponsorship proposals, stewardship/fulfillment reports, and a variety of donor, partner and prospect communications including newsletters, performance programs, printed brochures and website.
- Maintains Tessitura records and provides accurate and timely reports as requested.
- Keep current with best practices and trends in Corporate Philanthropy.

#### **Other Duties as Assigned**

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree with 3-5 years of experience in a partnership management or strategic partnership's role; a mix of corporate and non-profit experience preferred; Membership, marketing, or sponsorship experience would be a plus.
- Proven ability to generate revenue growth; ability to identify and pursue new opportunities.
- Understanding of and experience with shared value partnerships.
- Excellent problem-solving skills; ability to effectively collect, analyze, organize, distill and present information.
- Self-motivated; ability to lead projects independently from conception to completion.
- Highly developed interpersonal and collaboration skills; ability to work independently, but also enjoy working with a team.
- Enjoys and has the ability to be highly expressive and clear in written materials; has an eye for graphic design.
- Proven ability to prioritize and handle multiple, complex tasks simultaneously.
- Passion for The Music Center's mission, a sense of humor, and an ability to connect with colleagues and partners to support a positive team environment.
- Must demonstrate The Music Center's Core Values: Creativity & Innovation, Community, Collaboration, A Moral Center.
- Interest in the performing arts, civic engagement, and corporate philanthropy.
- Proficient/familiarity with CRM (Customer Relationship Management) database; proficient in PowerPoint, Excel, Microsoft Word.

**PLEASE NOTE:** Currently, this position is working four days per week remotely and one day per week in the office except in the case of performances and events, which require on-site support. This scenario may change and is also subject to the responsibilities of the position.

#### **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:**

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.

**HOW TO APPLY**

To be fully considered for the position, please submit a cover letter, resume, and salary expectation to [Jobs@MusicCenter.org](mailto:Jobs@MusicCenter.org) or fax (213) 972-0721. **INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.**

**EQUAL OPPORTUNITY EMPLOYER**