



MEMBERSHIP MANAGER, CENTER DANCE ARTS

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 \$70 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; on Jerry Moss Plaza; outside at Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County; and on a digital platform called *The Music Center Offstage*. 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 learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, the plaza and Grand Park, which comprise \$2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, IT and Marketing and Communications. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Center Dance Arts (CDA) is a dynamic community of patrons who share a passion for dance. Through its membership community, CDA brings dance to life by promoting The Music Center's world-class dance performances, extensive educational outreach and free and low-cost dance and dancing experiences. For over 22 years, CDA has provided resources and strategic focus to support dance programming at The Music Center and to elevate dance in Los Angeles.

Position Summary:

The Music Center seeks a resourceful, proactive and collaborative professional with excellent interpersonal skills to manage fundraising activities for Center Dance Arts. The Membership Manager builds strong relationships with donors and implements a comprehensive development plan to secure resources for dance performances and programs, with an annual goal of \$500,000.

Experienced in nonprofit development, the ideal candidate is passionate about arts, culture, and civic engagement, and highly motivated by The Music Center's mission. Reporting to the Director of Leadership Giving, the Membership Manager is part of a 20-person Advancement department and works closely with key internal stakeholders across departments and volunteer leadership.

Key Responsibilities:

- Create and implement an annual membership plan including solicitation, communications, events and stewardship, on time and within approved budgetary guidelines.
- Produce effective fundraising materials such as brochures, letters, emails, website content and videos.
- Oversee stewardship including concierge ticketing, fulfillment of benefits, newsletters and gift acknowledgments.
- Plan events including salons, meetups and other activities. Collaborate with the Director of Events & Stewardship on artist receptions, invited technical rehearsals and student matinees.
- Support the volunteer and fundraising activities of the CDA Board and committees.
- Manage a portfolio of 20-30 donors and prospects in the range of \$1,000 - \$10,000.
- Assist the Director of Leadership Giving with planning and execution of curated donor trips.
- Maintain relevant donor records in Tessitura database in collaboration with Advancement Services.
- Support Individual Giving team strategies to grow the Ambassadors recognition program (\$10K+)

- Determine donor acquisition strategies and develop a donor pipeline for increased giving across all programs, in collaboration with Advancement and Marketing colleagues.
- Create reports to demonstrate donor impact, financial results, engagement, and membership trends.
- Promote planned giving opportunities and identify planned giving prospects.

Qualifications and Skills:

- Bachelor’s degree (or equivalent experience) with three or more years of experience in nonprofit development required, preferably in arts & culture organizations.
- Must be willing to personally solicit gifts.
- Excellent interpersonal, written, and oral communication skills are required.
- Ability to build collaborative and inclusive working relationships with donors, volunteers, staff and vendors, exercising good judgment and discretion.
- Creative problem-solving skills and adaptability in an energetic and changing environment.
- Ability to manage multiple complex projects simultaneously.
- Analytical decision-making skills to inform donor engagement and cultivation strategies.
- Must be proficient in Microsoft Office 365 or comparable.
- Experience with Zoom, project management software, and fundraising databases is preferred; basic graphic design software is a plus.
- Must be willing to work some nights and weekends.

Work Schedule: Currently the TMC Arts staff practice a hybrid (remote with scheduled onsite team days) weekly schedule and work onsite/in person for live events. Standard hours are approximately 9-5 Monday to Friday with adjustments to accommodate programming needs. Must be available to work nights and weekends as needed.

Salary: This is a full-time non-exempt position. The weekly administrative schedule is 35 hours/per week. As an hourly position, this role is eligible for overtime pay. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, 401k plan, generous vacation and sick days.

Vaccination Policy: The Music Center requires its employees to be vaccinated against COVID-19 with one booster, 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.

How to Apply: To be considered, please submit a cover letter and a resume. Please click [here](#) to apply.

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