



## **Membership Manager, Center Dance Arts**

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, LA Master Chorale, LA Opera, and 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.

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 24 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 eye towards expanding annual revenue.

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 Individual Giving and Center Dance Arts, 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:**

- In partnership with the Director of Individual Giving, responsible for developing strategies to increase revenue and achieving annual fundraising goals for CDA, currently \$540,000 which includes a personal fundraising goal.
- 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.
- Manage a portfolio of approximately 50 donors and prospects in the range of \$1,000 - \$10,000.
- Manage the activities of the CDA Board and committees, including staffing and scheduling meetings, setting agendas, taking minutes, tracking action

items, and supporting the president and committee chairs.

- Contribute to Individual Giving team strategies to grow the Ambassadors giving level (\$10K+)
- Determine donor acquisition strategies and develop a donor pipeline for increased giving, in collaboration with Advancement and Marketing colleagues.
- 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.
- Assist the Director of Individual Giving with planning and execution of curated donor trips.
- Maintain relevant donor records in Tessitura database in collaboration with Advancement Services.
- 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
- 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 detail oriented and able to meet targets and deadlines
- Must be proficient in Microsoft Office 365 or comparable.
- Experience with Zoom, project management software, and fundraising databases, basic graphic design software (Canva, InDesign, Prospect2) is preferred
- 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.

**Pay Range:** \$34 - \$38/hour. This is a full-time non-exempt position. The weekly administrative schedule is 35 hours per week. Compensation package includes medical, dental and vision plans, group term life insurance, flexible spending accounts, vacation and sick accruals, and 401(k) plan with employer match.

**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 against COVID-19, receiving either the primary 2-dose or 1-dose vaccine. At the Music Center, fully vaccinated is defined as 14 days after receiving the second dose of the 2-dose vaccine (Pfizer or

Moderna) or 14 days after receiving the 1-dose vaccine (J&J). Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

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

Please submit a cover letter and resume. Incomplete submissions will not be considered.

**EQUAL OPPORTUNITY EMPLOYER**