



### **Manager, Advancement Business Operations**

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 Gloria 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:**

Under the direction of the Senior Director, Advancement Services, the Manager, Advancement Business Operations will oversee the day-to-day operations of the Advancement team at The Music Center. This position will play a key role in the collaboration with Advancement and other Music Center departments.

#### **Responsibilities:**

- Responsible for the management of the departmental revenue and expense budgets by facilitating monthly expense budget reconciliations, supporting quarterly and annual expense forecasts, and coordinating revenue projections
- Work closely with the Senior Director, Advancement Services to manage the Advancement Services team budget
- Create monthly fundraising progress reports, collaborating with the Manager, Gift Administration
- With the Senior Director, develop reports and visualizations of financial reports for board and committee meetings
- Manage departmental license and subscription keychain
- Oversee department use of productivity software including providing training and user support
- Develop and facilitate training on budget software and reporting for department budget managers
- Stay up to date on Music Center policies and procedures
- Collaborate with the Coordinator, Advancement Services to oversee departmental onboarding and offboarding of Advancement staff
- Act as departmental liaison role to other Music Center departments

- Work evenings and weekends as needed

**Qualifications:**

- Bachelor's degree required
- At least 3-5 years experience in Advancement, working in a similar role
- Experience managing budgets and reconciliations
- Attention to detail
- Experience working with budgeting software and relational databases
- Experience in a nonprofit fundraising environment
- Awareness of confidentiality standards and the Donor Bill of Rights
- Effectiveness in managing multiple tasks
- Familiarity in working with people from diverse backgrounds while promoting an environment of inclusion

**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.

**PAY RANGE:** \$34.00 - \$38.46/hour

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. Compensation package includes medical, dental and vision plans, welfare benefits, paid vacation and sick days, and 401(k) plan with employer contribution.

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

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

**Equal Opportunity Employer**