



JOB POSTING
SENIOR DIRECTOR OF ADVANCEMENT

As L.A.'s premiere 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.

DUTIES AND RESPONSIBILITIES: The Senior Director of Advancement is a highly collaborative, experienced, and resourceful leader who offers vision and strategic planning for The Music Center's annual giving, membership, events and stewardship initiatives. Reporting to the Vice President of Advancement and serving as an integral member of the advancement senior team, the Senior Director is responsible for creating and overseeing strategies that ensure strong annual giving and set the stage for future capital and endowment support. This position oversees a Director of Leadership Giving, Director of Events and Stewardship and Assistant Director of Annual Giving. Collectively, these areas currently raise over \$1.8 million annually (exclusive of a major gala) and are poised to significantly expand fundraising and participation over the next 3-5 years.

The Senior Director is accountable for creating and implementing thoughtful short and long-term strategies that focus on the donor journey and experience to ensure meaningful impact, promote sustainable growth in annual giving and deepen high-quality individual relationships. Key areas that fall under this position include: *Friends of TMC Arts* (annual giving program encompassing direct mail, telefundraising, eappeals), *Center Dance Arts* (membership group in support of dance), *Grand Park* fundraising (newly launched annual giving program encompassing eappeals, text-to-give, social media), and *Spotlight* (program support and gala evening). This position also oversees *events and stewardship* for the Advancement department including fulfillment of donor recognition and benefits.

The Senior Director partners with key internal stakeholders across departments and volunteer leadership. This position works closely with the Sr. Director of Advancement Services to implement strategies to move prospects through the pipeline, review metrics and best practices, increase

participation, predict areas for increased giving, assess fundraising performance and track financial progress.

REQUIREMENTS AND QUALIFICATIONS: This is an extraordinary opportunity for a driven and results-oriented advancement professional to join a dynamic team in advancing The Music Center's vision to deepen the cultural life of every resident of Los Angeles County. The successful candidate is knowledgeable about the donor cycle and experienced in identifying opportunities that build meaningful relationships. A Bachelor's Degree is required along with seven or more years of experience in development. Exceptional interpersonal skills and diplomacy along with experience managing a team and inspiring staff is essential. Strong written and verbal communication are required. Demonstrated ability to navigate competing priorities, adapt quickly in a changing environment and exercise sound judgment with superior problem solving and analytical skills. Must be highly dependable and available to work select evenings and weekends.

SALARY: The salary range for this position is \$130,000 - \$140,000 a year. This is a full-time, exempt position. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, a 401(k) plan with employer contribution, and paid 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 fully considered for the position, please submit a cover letter, resume and salary expectation. To apply, please click [here](#). Please submit the required information and upload documents as noted. Incomplete submissions will not be considered. Equal Opportunity Employer