



Major Gifts Officer, Advancement

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.

Position Summary

The Major Gifts Officer (MGO) is a highly collaborative, proactive, resourceful professional who is passionate about arts, culture and civic engagement. Reporting to the Vice President of Advancement and serving as an integral member of the frontline fundraising team, the MGO is responsible for developing meaningful relationships by creating and overseeing cultivation and stewardship strategies that engage and connect donors to the mission and vision of The Music Center.

The candidate for this position will join a 22-person team of dynamic fundraising professionals. The Music Center is led by committed, diverse, and inspirational leaders. The MGO will play a role in building on annual fundraising and setting the stage with prospects as the organization prepares to launch a historic comprehensive campaign.

Key Responsibilities:

- Develops and manages a portfolio of approximately 100 major gift prospects with a capacity to give \$50,000 or more.
- Establishes and meets annual goals for identification, cultivation and solicitation of prospects to increase total giving, retain and upgrade donors, and expand major gifts.
- Collaborates with program managers and leadership to identify funding opportunities and engage donors.
- Identifies major gift prospects and conducts robust outreach to qualify prospects.
- Creates compelling proposals, stewardship reports, and acknowledgements.
- Analyzes and gathers prospect research and develops individual strategies.
- Utilizes Tessitura to provide timely tracking and management of donor interactions and monitor progress.
- Works independently and remains self-motivated in initiating contacts with donors in portfolio.
- Maintains best practices and demonstrates a spirit of collaboration with the team in achieving departmental goals.
- Must practice discretion with confidential information.
- Special projects and additional duties as assigned.
- Some travel, mostly within Southern California.



- Work evenings, weekends, and holidays according to program and performance related scheduling.

Qualifications:

- Bachelor's Degree along with at least five years of experience in a fundraising role
- Experience working with Tessitura, Raiser's Edge or similar data management system.
- Demonstrated knowledge of all areas of fundraising, with a record of successfully soliciting and securing five and six figure gifts from individual donors.
- Exceptional interpersonal and writing skills, a strategic mindset, and sense of diplomacy.

Type: Full-time, Exempt
Reports to: Cheryl Brown, Vice President, Advancement
Direct reports: None
Salary Range: \$100,000 - \$115,000/year

SALARY: The salary range for this position is \$100,000 - \$115,000 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, 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 apply, please click [here](#). Please submit a cover letter and resume the required information and upload documents as noted. Incomplete submissions will not be considered.

Equal Opportunity Employer