

Wallis Annenberg Center for the Performing Arts

JOB DESCRIPTION: DEVELOPMENT OPERATIONS & ANNUAL FUND MANAGER

Position Overview

The Wallis Annenberg Center for the Performing Arts (“The Wallis”) seeks a dynamic and experienced development professional for the new position of Development Operations & Annual Fund Manager.

The Development Operations & Annual Fund Manager is a member of The Wallis’s Development team with a focus on all aspects of donor information management, including a planned software conversion from Raiser’s Edge to Tessitura; generating and analyzing routine and custom reports; planning and implementing data-driven annual appeals via mail, email, text or other methods; managing donor acknowledgment and stewardship systems; and working with the entire team and staff to cultivate and build The Wallis’s donor base. The Development Operations & Annual Fund Manager reports directly to the Director of Advancement.

Key Responsibilities

The Development Operations & Annual Fund Manager:

- Further develops and manages all donor-related information and data systems;
- Manages and implements a planned conversion of development data from Raiser’s Edge to the Tessitura software platform.
- Creates and supervises day-to-day systems for data entry, donor acknowledgment and stewardship.
- Creates, runs, and analyzes routine and custom reporting to track fundraising progress and identify opportunities for growth in all areas (individuals, foundations, corporations, and special events).
- Plans and implements targeted direct mail, email, text and other appeals to secure new donors and renew existing donors; coordinate production of collateral materials for appeals.
- Identifies potential new donors from internal and external sources (e.g., Wallis subscribers and single ticket buyers, list acquisition, etc.).
- Coordinates subscription and ticketing related appeals with Marketing and Patron Ticket Services teams.
- Works with Manager of Institutional Giving, Director of Advancement, and members of the Finance Department to ensure compliance with reporting requirements and deadlines related to institutional funders and grant makers.
- Ensures accuracy of financial and other reports through regular reconciliation with Finance, Patron Ticket Services departments and with other members of the Development Team.
- Creates and manages a data-driven system to assist Managing Director, Artistic Director, Board Chair, and Director of Advancement with donor cultivation, solicitation, and stewardship efforts.

- Participates in donor cultivation and stewardship at performances, concerts and events as required.

Professional Experience

- Bachelor's degree required; a Master's degree in a related field is preferred.
- A minimum of five years of relevant experience in not-for-profit fundraising and management, preferably in arts and culture.
- Proficiency in Tessitura, Raiser's Edge or similar fundraising/donor management software is required.
- High level of proficiency with Word and Excel.

Personal Attributes

- Superb written and verbal communication skills.
- Detail oriented with attention to both deadlines and accuracy.
- Highly professional, mature and confident.
- Complete confidentiality and discretion, tact and poise, and sound judgment.
- Creative, innovative and resourceful.
- Sense of humor, energetic, positive attitude.
- Able to multi-task and handle multiple priorities with tight deadlines.
- Effective and collaborative team player across all levels of the organization.

About The Wallis

Located in the heart of Beverly Hills, California, the **Wallis Annenberg Center for the Performing Arts** (aka "The Wallis") brings audiences world-class theater, dance and music, performed by many of the world's most talented and sought-after artists. With eclectic programming that mirrors the diverse landscape of Los Angeles, and its notability as the entertainment capital of the world, The Wallis offers original and revered works from across the US and around the globe. Housed in a breathtaking 70,000-square-foot venue designed by Zoltan E. Pali, FAIA of Studio Pali Fekete architects, The Wallis celebrates the classic and the modern. This is reflected in the juxtaposition of the restored, original 1933 Beverly Hills Post Office (on the National Register of Historic Places) that serves as the theater's dramatic yet welcoming lobby, and houses the 150-seat Lovelace Studio Theater, and the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater. Together, these two structures embrace the city's history and its future, creating a performing arts destination for LA-area visitors and residents alike.

How to Apply

Please submit resumes and cover letters to jfriedman@thewallis.org with the subject "Development Operations & Annual Fund Manager." **Please no phone calls.**

Salary is competitive with full benefits including health and dental. Start date is September 1, 2017. The Wallis is an Equal Opportunity Employer.